

# Town of Warrenton Virginia



**FY 2003 Budget**

**July 1, 2002 – June 30, 2003**

**Town of Warrenton, Virginia**  
**FY 2003 Budget**  
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## Capital Improvements Program 2003-2008

## Preface

One of the key elements of the mission and value statements adopted by The Town Council, and a long standing goal for the Finance Department, is the establishment of the Town's budget as a communication tool that provides for the effective and timely exchange of information between Town Government and its citizens.

In the past, while the annual budget was developed with a great deal of citizen/council interaction, public hearings and work sessions, the resulting budget document had been developed primarily for internal use. This document represents the Town's ongoing attempt to provide a vehicle that can serve as an effective internal operational tool, and provide the casual reader, "the Citizen" of the Town of Warrenton or similar interested party, a detailed description of the budget process, significant information relating to the internal workings, purposes, goals and primary functions of the various departments established to provide services, as well as define certain policies and procedures established by the governing body.

The document attempts to provide basic information relating to the goals and objectives established by its elected officials, a description of the budgetary process, the source or background surrounding the individual revenue or expenditure estimates, identification of the major components of the Town's financial structure and accounting methods, explanation of the function and goals of the major departments or cost centers as well as highlight the sources of revenues and types of expenditures and the methods by which these estimates were established. In short, it attempts to provide the taxpayer, councilperson, department head or Town employee, a detailed explanation of the financial, organizational and operational plan for the coming fiscal year.

A great deal of effort was exerted in an attempt to make this document a valuable resource for all users. We believe we have accomplished this task, but realize it is up to the user to make this determination. If after reviewing this document you have any questions, suggestions or comments, please let us know.

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### **Distinguished Budget Presentation Award – FY 2002**

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Budget Presentation to The Town of Warrenton for its annual budget for the fiscal year beginning July 1, 2001.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



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## **Introduction**

The Town of Warrenton, the County Seat and the largest town in Fauquier County, is located in the Upper Piedmont region of Virginia at the foot of the Blue Ridge Mountains about 45 miles southwest of Washington, DC. Settled in the late seventeenth century, the Town of Warrenton, then known as Courthouse Village, was formally incorporated in 1810.

Since 1992, Warrenton has been considered part of the Washington-Baltimore Metropolitan Statistical Area. Warrenton is easily accessible via four U.S. primary routes - 17, 15, 29 and 211. These routes provide access to Interstates 66, 64, 95 and 81 which link Warrenton to major trade routes across the Nation.

The Town is 4.25 square miles in size with a 2000 estimated population of 6,700. A citizen oriented community, Warrenton provides its residents with most major services of an urban area, such as police protection, public works functions (i.e. solid waste collection, recycling, snow removal and street maintenance), planning, historic preservation, utility provision and economic development, while maintaining the historic charm and nature of a small rural community. As part of Fauquier County, citizens also pay county real estate and personal property taxes and in turn receive judicial, correctional, educational, health and social services and supplemental police, fire and rescue services.

The Town has a Council-Manager form of government with an elected mayor and a seven-member Town Council, with five (5) members elected by ward and two (2) members elected at large. The Town Manager performs the daily tasks required by the Town Council in accordance with the Town's Charter and oversees the activities of all Town departments and personnel.

## ***History***

Warrenton had its origin at the junction of the Falmouth-Winchester and Alexandria-Culpeper roads, where a trading post known as the Red Store was established. At the time of the Revolution a settlement had begun, and by 1790 the first courthouse was built, a jail was erected and an academy named for General Joseph Warren, a Revolutionary War hero, was founded. Richard Henry Lee, father of the Declaration of Independence, donated 71 acres of land for the county seat, which was incorporated as the Town of Warrenton. By the 1850's a railroad reached the town, which boasted several churches, thriving mercantile establishments, a weekly newspaper, and one or two schools. However, for well over a century the town grew slowly, being chiefly the trading center for a rural area and a place of residence for merchants, county officials and professionals. It early achieved a reputation for its salubrious climate and pleasant social life.

According to an early account, "Huge wagons and vans come over the mountains from the rich counties of Orange, Culpeper, Rappahannock and Loudoun, loaded with wheat, corn and oats; the housewife sent her poultry and dried fruit; great herds of cattle wended their way to this town...For its size (604 population in 1860), Warrenton was the richest town in the whole South."

During the Civil War, the town was near the scene of battles and skirmishes during which the churches and schools were used as hospitals, frequently occupied by Federal troops. Warrenton was the object of raids by Colonel John S. Mosby, known as the "Gray Ghost," who later made his home there and practiced law in the California Building across Court Street. A monument to Mosby stands beside the Old Courthouse. He is buried in the Warrenton cemetery. Duvall Goldsmith, inventor of the coffee percolator, was a local citizen, as was William "Extra Billy" Smith, who was twice Governor of Virginia.

There have been seven courthouses in Warrenton, the Fauquier County seat. Since 1795, four have stood on the same site on Main Street as the existing Old Courthouse built in 1890. Fire destroyed some of the earlier structures. The present courthouse, usually called the "new" courthouse by local residents, opened in 1974 as a

legal-office complex. It is located on Culpeper Street, adjacent to the Warren Green Hotel. The Old Courthouse still houses the General District Court.

Beside the Old Courthouse is the Old Jail, a well proportioned brick and stone building, dating from 1808, which is now the home of the Fauquier Historical Society and serves as a museum. The front portion, originally containing four cells, was later remodeled into living quarters of the jailer. It now houses a collection of Indian artifacts, revolutionary era Civil War and Colonel John S. Mosby exhibits. The rear structure, built around 1822, contains the original cells as well as an exercise yard for prisoners. This is one of the few perfectly preserved old jails in the Commonwealth. Said one lady of distinction, "If I have to be put in jail, let it be in the old stone one in Warrenton. It is so picturesque." The Old Jail Museum is open year round, Tuesday through Sunday.

A few steps from the jail, on the corner of Court Street and Hotel Street, is the California Building, a mellow brick relic of the last century, which was built by "Extra Billy" Smith with profits from the California Gold Rush. Once a residence of his family, it now houses offices.

Directly across Hotel Street stands the old Warren Green Hotel that was built in 1876 on the site of the Norris Tavern. A favorite Warrenton landmark is a statue of Chief Justice John Marshall which was erected in 1959 during Fauquier County's Bicentennial Celebration. The statue is located on Main Street to the left of the Old Courthouse. A Fauquier County native, Justice Marshall began his law practice in Warrenton.

After the Civil War, Warrenton came to be known throughout the nation for its galaxy of brilliant lawyers who practiced at its bar and as a mecca for horse lovers. In 1883 the Warrenton Hunt was established and in 1900 the Warrenton Horse Show, which has achieved national fame as the "Hunter Show of America," began. In 1922 the first Virginia Gold Cup Race was run. Other hunts, such as Casanova and Old Dominion, are located within a few miles of the town. In the 19th century, Warrenton also was known as a summer resort; the Warren Green Hotel and the Fauquier White Sulphur Springs, located a few miles to the west, drew guests from Washington and Richmond.

The quaintness, tradition and charm of bygone eras are apparent along Old Town Warrenton streets lined with historic houses and brick sidewalks. Townsfolk gather on the steps of the post office or at a coffee shop to pass the time of day, perhaps pausing to listen as the old courthouse clock strikes the hour.

### ***Location***

The Town of Warrenton, the County Seat and largest town in Fauquier County, is located in the Upper Piedmont Region of Virginia at the foot of the Blue Ridge Mountains.

Warrenton is adjacent to many major trade areas and enjoys close proximity to Northern Virginia - a hotbed of emerging high technology businesses.

### ***Local Economy***

The inviting charm and experience of a genuine downtown can be had in Warrenton, along with the convenience and service of growing retail and office commercial districts, and the many opportunities for job creation and high technology development. All of this from a small yet progressive Town with high standards for business development and high marks for quality service delivery!

The retail needs of area residents are provided by various shopping centers located in the Town. Additional specialty, craft, antique and retail shops are available in the historic Old Town district. Thirty-five restaurants in the Town offer a variety of cuisine. Lodging is available at the six hotels within Warrenton.

Tourism is an important component of the Town of Warrenton's economy. The Warrenton-Fauquier County Visitor Center provides itinerary planning, tour guides, foreign language translators and special assistance as requested.

### ***Transportation***

Warrenton is easily accessible via four U.S. primary routes - 15, 17, 29 and 211. These routes provide access to Interstates 66, 64, 81 and 95, which link Warrenton to trade routes across the country.

Amtrak provides passenger rail service in Manassas (20 miles) and Culpeper (30) miles, with local commuter service provided by the Virginia Railway Express at Manassas. Norfolk-Southern offers freight service to Fauquier County.

Washington-Dulles International Airport, just 30 miles northeast of Warrenton, offers access to worldwide destinations. Ronald Reagan Washington National Airport, 50 miles east of the Town, provides additional domestic travel opportunities. Air freight service is available at both airports.

The Warrenton-Fauquier Airport, five miles southeast of Warrenton, has two paved, lighted runways which are 4,100 and 2,100 feet.

The nearest port facilities are in Alexandria (45 miles) on the Potomac River and in Front Royal at the Virginia Inland Port (40 miles). The ports of Baltimore (85 miles), Hampton Roads (185 miles), and Richmond (100 miles) provide additional facilities.

## **Mission Statement**

“In cooperation with our Citizens, the Town of Warrenton is dedicated to provide for public safety, quality public services and a well-planned community, both now and in the future”

## **Value Statement**

“To achieve our mission, We, the Town Government, will strive to hold to the following values:

Quality, by providing a high level of service in a cost-effective manner.

Integrity, by being honest and fair in all Council, citizen and staff relationships.

Responsiveness, by acting promptly to the public concerns with a positive attitude.

Communication, by the effective exchange of information; to maintain a well-informed Public and a government that is aware of citizen concerns.

Cultivation, by providing an environment where each person can be motivated and developed to their highest potential.

Team Work, by recognizing the value of each individual and working together to perform our jobs.

## **The Town of Warrenton Program Performance Measurement System (PPMS)**

Recent years have witnessed a growing concern and sensitivity toward efficiency, quality improvement and greater accountability from public programs. Prompted by both internal and external pressures, Town staff set out early in FY 1999 to develop a practical performance measurement program. Still in it's infancy, the program, presented for the third time in this budget document, attempts to lay the foundation upon which staff aspires to build a reliable and informative system of measuring individual program effectiveness. Results for effectiveness measures have been collected during FY 2000 and reported for the first time in the FY 2001 budget document.

In an ongoing effort for consistent and informative reporting, each town department's Program Performance Measurement Plan has been developed along the following guidelines:

### **Statement of Purpose:**

A brief statement defining the department's rationale for inclusion of its function in the budget.

### **Program Inputs:**

Departmental costs, both in terms of dollars and manpower.

FY 2003 Budget - total funds budgeted or appropriated for the department during the upcoming fiscal year

FTE's - Full Time Equivalent Employees. A FTE is an employee that works 2,080 hours per fiscal year. Part-time and seasonal employees are reported in terms of a part of a FTE. For example two part-time employees, working 4 hours each day, may be required in the Parks Maintenance Department to perform its essential functions. This effort may be considered one FTE.

### **Program Outputs:**

Details of the departments or programs product or service(s) provided, routine activities, workload or responsibilities are included here.

### **Program Effectiveness Measures:**

Performance Target:

A detailed item or activity, quantified in terms of speed or number of units produced, serviced or accomplished, the department feels is an effective provision of a service. Performance targets are highly subjective and subject to extensive revision as performance is tracked.

Monitor:

The vehicle by which the department intends to measure or track its performance of a measured target.

The Town's PPMS will be a valuable management tool enabling staff to better plan, control, direct and budget individual departmental efforts. With quantifiable performance measurement targets in place in FY 2000, monitoring and evaluating the department actual performance with predetermined or desired results, will allow staff and management to determine the effectiveness and efficiency of services provided to the Citizens of the

Town.

With initial performance results to be reported in the FY 2001 budget document, the true impact the program will have on the Town's performance will not be shown until FY 2003 and subsequent years. It is anticipated that changes in departmental purpose and performance targets will be redefined or refined during this period. It is also likely that program inputs will require considerable refinement, both in terms of the number of FTE's supporting an effort and the total departmental operating budgets, of that effort.

With the constant demand to increase efficiency while maintaining or improving effectiveness, no small task in and of itself, the simple development of the program and the monitoring of effectiveness measures has and will prove to be a challenge to the entire Town staff. The program results will not only document that Warrenton is a well managed and efficiently run Town with a staff dedicated to providing the best possible service to its Citizenry, but provide management and staff with the tools necessary to provide these services in the next millennium.

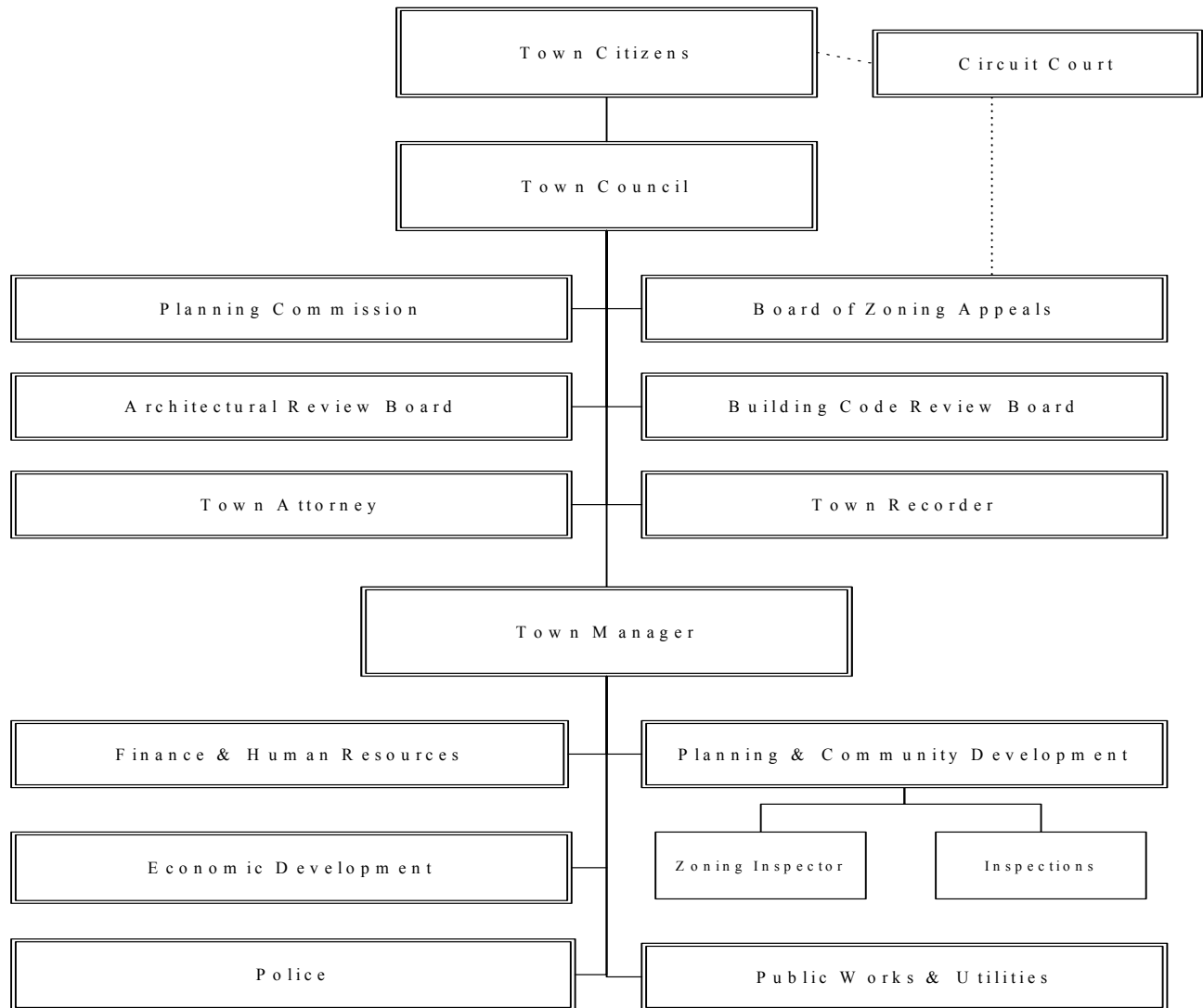
### Elected and Appointed Officials

<b>Town Council</b>	<b>Term Expires</b>	<b>Planning Commission</b>	<b>Term Expires</b>
George B. Fitch, Mayor	06/30/06	Elizabeth D. Scullin, Chairman	12/31/04
Birge S. Watkins, At-Large	06/30/06	Birge S. Watkins, ex-officio	06/30/04
David A. Norden, At-Large	06/30/06	W. Hunt Cheatwood	12/31/02
Stephen L. Athey - Ward 1	06/30/04	Allen F. Haley	12/31/02
Robert L. Walker - Ward 2	06/30/04	John W. Harre	12/31/04
Robert W. Rice - Ward 3, Vice Mayor	06/30/04	Benjamin P. Merchant	12/31/04
Samuel B. Tarr - Ward 4	06/30/04	Ali Zarabi	12/31/02
John S. Lewis, Ward 5	06/30/04	John P. Kip	12/31/05
James P. Fisher, Town Attorney	06/30/04	Joan G. Collins, Secretary	
Evelyn J. Weimer, Recorder			
<b>Board of Zoning Appeals</b>	<b>Term Expires</b>	<b>Architectural Review Board</b>	<b>Term Expires</b>
A. William Chipman, III	12/31/06	Kay Macdonald	12/31/02
W. Hunt Cheatwood	12/31/03	Richard W. Robison	12/31/02
Keith M. A. Selbo	12/31/04	John V. Albertella	12/31/05
Kenneth R. Harmon	12/31/03	William A. Jackson	12/31/05
Ralph E. Monaco, Jr.	12/31/06	Dr. Karl H. Pribram	12/31/05
<b>Administrative Officers</b>			
Kenneth L. McLawhon, Town Manager			
Frances K. Hatcher Finance and Human Resources Director		Edward B. Tucker, Jr. Public Works & Utilities Director	
Roger L. Paul Chief of Police		Patricia J. Meagher Economic Development Director	
Vacant Planning & Community Development Director			



## Town of Warrenton, Virginia

### Organizational Chart



## **Town Manager's Message**

TO: George Fitch, Mayor  
Members of Town Council

FROM: Clinton H. Strong  
Interim Town Manager

DATE: February 15, 2002

I am pleased to submit for consideration by Town Council and the citizens of Warrenton the budget for fiscal year 2003 according to the Town Charter and Code. The budget is designed to represent a plan for Town operations, maintenance, capital investments and debt service for the period of one year. Town policy is to present the budget in two sections. The first is the General Fund budget, which is supported by local tax revenues, fees and state reimbursements to provide typical local public services such as police and refuse collection. The second is the Proprietary (Enterprise/Utility) budget that is intended to be financed from revenues generated by customers or user fees and provide such services as water treatment.

### **Budget policy**

As interim Manager I immediately initiated discussions as to programs and finances with Council, staff and other area elected and professional resources to determine priorities in services and funding. Priorities were quickly determined to be sustaining the present level of public services expected by the residents, continue tax rate adjustments to, at a minimum, offset assessments where there is no negative impact on services or long-term plans, and continue a commitment to efficiency and services.

As the budget process moved forward, a funding philosophy evolved that guided recommendations that should be shared for Council information. The County provides basic core public services such as education, welfare, public safety, health and judicial. Town residents are County residents receiving these services in exchange for their paying County taxes. Conversely the Town is a compact and more densely populated semi-urban unit of government within the County providing services unique to the Town or supplemental to the County based on need and desire. The Town residents pay taxes for Town services that should be unique or supplement County services. Planning, zoning, street maintenance, refuse collection, water /sewer services for example. Due to size and compactness, Town services should be very efficient and responsive.

There is a need, however, to be vigilant to avoid Town taxpayers paying twice for services. This budget thinking is most evident in donations to "outside" semi-public agencies. Outside agencies provide quality services and have reasonable increase requests but have been recommended for level funding based on this philosophy. This policy, if continued, should help keep the Town small, efficient, responsive and inexpensive.

It is also recommended that the budget submittal date be on or after March 15 of each year. This will allow the budget to incorporate most of the decisions of the Virginia General Assembly as they impact both revenue and expenditures. Better information will avoid unnecessary budget adjustments based on General Assembly decisions not known at the time currently specified for budget submittal to the Council. Should Council need more time for budget deliberations, they could adopt the real estate levy in advance of final budget approval. The discussion that follows will first focus on noteworthy changes in revenues followed by an overview of significant expenditure change. Line item and program discussion is reserved for the review of individual department budgets.

Departmental Budgets for FY 2003

The budget for fiscal year 2003 is broken down by General Fund, Water/Sewer (Utilities) Fund, and Capital Projects Fund. In preparation of the Governmental Accounting Standards Board (GASB34) revision to reporting, the cemetery fund expenditures for maintenance and the related revenues are now part of the General Fund under the Parks and Recreation category. The Motor Pool is shown in these documents as a reference item only, as it is considered an internal service fund and is allocated to departments at the end of the fiscal year.

	<b>Approved Budget FY 2000</b>	<b>Approved Budget FY 2001</b>	<b>Approved Budget FY2002</b>	<b>Adopted Budget FY2003</b>
General Fund	\$5,750,553	\$5,868,027	\$6,899,245	\$6,926,668
Water/Sewer Fund	3,772,575	3,768,934	4,141,169	4,810,384
Capital Projects Fund	1,217,500	1,283,375	2,042,596	1,190,002
Motor Pool	280,390	301,033	325,227	353,651

### **General Fund Budget**

The general fund budget increases from \$6,899,245 to \$6,926,668, which is an increase of \$27,423. The Budget:

Reduces the Real Estate Tax rate for the fifth straight year from \$0.05 per \$100 to \$0.03 per \$100 assessed value

Completes a salary plan revision initiated by Council with the adoption of the current budget

Initiates next year's capital improvement projects

### **General Fund Revenue Highlights**

#### **SUMMARY GENERAL FUND REVENUES FISCAL YEARS 2001 THROUGH 2003**

	<u>FY 2001</u>	<u>FY 2002</u>	<u>FY 2003</u>
General Property Taxes	\$1,391,396	\$ 658,424	\$ 578,141
Other Local Taxes	3,125,085	3,372,902	3,927,768
Permits, Privilege Fees & Licenses	83,910	119,410	131,560
Fines & Forfeitures	81,000	90,000	77,000
Revenue from Use of Money/Prop.	253,367	212,283	203,150
Miscellaneous Revenue	52,291	61,440	42,300
Non-Categorical Aid	19,218	568,746	593,368
Categorical Aid	861,760	995,921	927,625
Non Revenue Receipts	0	820,119	445,756
Total General Fund Revenues	<u>\$5,868,027</u>	<u>\$6,899,245</u>	<u>\$6,926,668</u>

Significant changes in several revenue sources are outlined below. Most revenues are static or have minor changes based on historical figures and the slowing of the economy. It should also be noted that in preparation of GASB34 reporting in fiscal year 2004, that the maintenance type revenues (burial permits, etc.) of the cemetery are now part of the General Fund.

#### **Revenue Increases:**

Personal property taxes and "Personal Property Tax Relief Act" revenues from the Commonwealth are estimated to increase 5% over the current fiscal year, based on preliminary estimates by the County. The tax

rate remains at \$1.00 per \$100 assessed value and the reimbursement rate from the Commonwealth has been proposed to remain at 70%.

Consumer Utility taxes are budgeted to increase 32%. This is primarily due to the new construction in the past year and the combining of taxes for gas and electric services into new rates as adopted by Council last year. The franchise fees or "Business License" for gas and electric services were eliminated by federal regulation and new rates were adopted.

Given recent reports regarding the effect of September 11 on local revenues, meals and lodging taxes have also increased as families appear to be staying closer to home for the time being. Also included in the increase is the anticipated opening of Holiday Inn Express late in the fiscal year.

The last revenue to be discussed is the Transfer from Reserves. It is being proposed that \$270,756 be taken from the Economic Development reserves to help fund the proposed Visitors' Center/Chamber of Commerce project at the Mosby Foundation site which is considered an economic development (tourism) project. These funds will be transferred to the Capital Projects fund.

#### Revenue Decreases:

Preliminary figures for real estate assessments for tax year 2002, show an increase in assessed value of approximately 29% (not including new construction), due to reassessment. In order not to propose a rate increase due to the reassessment, the real estate tax rate would have to be lowered from \$0.05 to \$0.04 per 100% assessed value. It has been proposed to lower the real estate tax rate to \$0.03 per \$100 assessed value to maintain approximately the same revenues as the current year and to compensate for the roughly \$23,000,000 in new construction in the past year. While the past several years have seen significant new construction in Warrenton, new construction in Town will be decreasing in future years as the Town becomes built out.

Property Assessed Value	Property Bill at Real Estate Rate per \$100 of Assessed Valuation						Annual Savings FY1998 to FY2003
	FY1998 18¢	FY1999 17¢	FY2000 14¢	FY2001 11.5¢	FY2002 5¢	FY2003 3¢	
\$100,000	\$180.00	\$170.00	\$140.00	\$115.00	\$50.00	\$30.00	\$150.00
\$150,000	\$270.00	\$255.00	\$210.00	\$172.50	\$75.00	\$45.00	\$225.00
\$200,000	\$360.00	\$340.00	\$280.00	\$230.00	\$100.00	\$60.00	\$300.00

Major decreases in revenues are in anticipated State revenues (other than the personal property tax relief revenue). Currently, all reports out of Richmond are indicating that the Commonwealth's budget is being reduced approximately 6%. Law enforcement revenue (HB599) has already been cut for the current fiscal year and it is estimated that another 3% will be cut next fiscal year. ABC profits have also been cut for the next biennium and the Town's budget shows a reduction in highway funding of 6% based on the preliminary reports. To date, only the ABC profits report has been received by the Town while the Commonwealth's budget is being worked out.

#### General Fund Expenditure Highlights

##### SUMMARY GENERAL FUND EXPENDITURES FISCAL YEARS 2001 THROUGH 2003

	<u>FY 2001</u>	<u>FY 2002</u>	<u>FY 2003</u>
Legislative Department	\$ 95,498	\$ 97,316	\$ 95,484
Executive Administration	158,504	162,675	147,926
Legal Services	103,570	103,590	103,551

Finance Department	301,104	315,862	320,508
Memberships & Dues	4,056	4,056	4,450
Data Processing Department	91,756	99,657	138,244
Electoral Board & Officials	0	4,950	0
Public Safety Department	1,867,986	1,932,296	2,060,748
Public Works Department	2,111,977	2,250,446	2,147,193
Contributions	77,100	127,200	134,900
Parks and Recreation	137,322	144,292	152,007
Planning & Community Development	483,863	468,380	480,787
Transfers & Reserves	419,435	1,122,634	1,072,949
Debt Service	15,856	65,891	67,921
Total General Fund	\$5,868,027	\$6,899,245	\$6,926,668

This section of the budget accounts for Transfers to Reserves, Reserves for Contingencies and Transfers to the Capital Projects Fund. It is being recommended that \$890,002 of General Fund monies be transferred to fund capital projects, a decrease of \$165,624. Included in the \$890,002 amount is \$270,756 that is being transferred from the Business Park reserves to help defray the costs of the Visitors Center/Chamber of Commerce project.

### Issues that Transcend Budgets

Throughout the Town's budgets there are several major operational factors which affect both the General and Proprietary Fund budgets. These include:

Personnel costs – implementation of new Performance Appraisal plan  
 Health insurance costs  
 General liability, property, workers compensation and Public Officials Liability insurances

### Salary impacts:

In accordance with Council's directive during last year's budget process, the Finance/Human Resources Director is working with an employee group to completely revamp the Performance Appraisal System. This system will be a 0 – 7% scale, using a combination of other jurisdictions' evaluation systems. Evaluations for employees, and the accompanying pay increase, will be on their anniversary date (normally date of hire). Those employees at the top of their scale will also receive an evaluation and a lump sum increase, which will not affect retirement or life insurance costs.

	Budgeted Salaries		
	FY 2002	FY 2003	Increase/Decrease
General Fund	\$2,547,992	\$2,528,277	\$(19,715)
Water/Sewer Fund	1,091,382	1,120,524	29,142
Motor Pool	118,725	120,931	2,206
Total	\$3,758,099	\$3,769,732	\$11,633

The above scale reflects the increase in salaries only for the new Performance Appraisal System. It should be noted that these are net figures due to changes in personnel during the year.

The traditional Cost of Living increase has been eliminated. Funding on the departmental level has been incorporated for the new evaluation process. This budget also calls for the beginning and ending pay for each classification to be adjusted upward. A market adjustment of 2% has been recommended for this. No employee will receive any additional compensation July 1, 2002 unless they are below that positions entrance level salary. Employees below the entrance level will be brought up to scale. Employees at the top of the range receive no additional compensation July 1, 2002 but will now have room in the performance plan for

recognition as part of their recurring compensation.

The salary scales will need to be reviewed every January to keep ranges within market. This will not be a salary increase for employees and because no funding will be necessary there is no budget line item. The cost of bringing employees below scale up to the scale is \$5,987. This includes all general fund and utility fund employees. It is important to realize that no employee will receive any additional compensation on July 1 unless they are below the entrance step or this is their anniversary date for performance consideration.

As part of changing the evaluation system and salary scales, \$20,000 has been budgeted in contingencies to have a consultant review and update the Town's classification plan and to perform a salary survey of surrounding jurisdictions. The last time the classification plan was updated was June 1990 and a limited salary survey was done in January of 2000. In order to reduce bias and update job descriptions, it is recommended that this be approved to be effective in fiscal year 2004.

### Health Insurance Costs

The preliminary figures for health insurance shows an increase of 23.5%. For the past several years, the Town has been fortunate that claims have not exceeded premiums, but unfortunately, this past year has been subject to higher claims which has resulted in a higher than usual increase in premiums. Also, a small portion of the increase is attributable to an industry wide increase due to the events of September 11. In past years, the Cost of Living Increase has helped employees offset the increase in health insurance premiums. With the elimination of the COLA, it is being recommended that the Town pick up this increase so there is no negative impact on employees on July 1 when the insurance increase begins. Unless the Town picks up the employee share of the increase, all employees on other than single coverage would actually see a reduction in the net take home pay. Just as employees receive no increase with the beginning of this budget, neither should any employee suffer a reduction in pay with this budget. An employee paying family insurance with a current weekly net pay of \$406.97 is paying \$34.07 per week for insurance. Without the Town absorbing the increase in costs and the elimination of the COLA, the same employee's take home pay would decrease by \$8.01 or \$384.48 per year.

The increased cost of health insurance is partially offset by the reduction in retirement costs. Due to the recent actuarial study done by the Virginia Retirement System, the Town's rate has been decreased from 6.09% of covered payroll to 4.0% (does not include employee's 5%).

	Health Insurance Costs			Retirement Costs		
	FY 2002	FY 2003	Increase	FY 2002	FY 2003	Decrease
General Fund	\$292,866	\$380,064	\$87,198	\$307,942	\$227,545	\$80,397
Water/Sewer Fund	132,252	168,946	36,694	131,948	100,847	31,101
Motor Pool	10,892	13,703	2,811	14,354	10,884	3,470
Total	\$436,010	\$562,713	\$126,703	\$454,244	\$339,276	\$114,968

### General Liability, Property and Workers Compensation Insurance

The Town has been notified by the VML Insurance Programs that due to the events of September 11<sup>th</sup>, the loss to the insurance industry is estimated to be \$30 to \$60 billion. This has caused all insurance premiums to increase on top of the increases incurred during the year. Based on the information received from VML, a 15% increase in automotive, liability, public officials, law enforcement and property coverage has been budgeted as well as a 4.4% rate increase for workers compensation. Also included as an increase in the Buildings and Grounds department is the estimated cost of premiums for the Public Safety Facility.

General Liability/Property Insurance		
FY 2002	FY 2003	Increase

General Fund	\$12,987	\$15,587	\$2,600
Water/Sewer Fund	36,290	55,177	18,887
Motor Pool	21,700	32,529	10,829
Total	\$70,977	\$103,293	\$32,316

#### Water/Sewer Fund Budget

The Water/Sewer Fund budget increases from \$4,141,169 to \$4,810,384, which is an increase of \$669,215, attributable mostly to the Cedar Run Pump Station upgrade (estimated at \$793,393), which must be done to meet current and projected growth. The budget contains no fee increases for the sixth year, however, it should be noted that operating expenses for the proposed budget are being partially funded by a transfer from the undesignated retained earnings.

#### SUMMARY WATER/SEWER FUND REVENUES FISCAL YEARS 2001 THROUGH 2003

	<u>FY 2001</u>	<u>FY 2002</u>	<u>FY 2003</u>
Permits Privilege Fees & Licenses	\$ 7,700	\$ 7,700	\$ 7,900
Revenue from Use of Money/Property	106,700	204,052	202,000
Charges For Services	3,047,600	3,023,500	3,279,215
Miscellaneous Revenue	23,750	22,650	22,200
Grant Revenue	0	27,600	0
Non-Revenue Receipts	507,825	632,532	745,300
Transfers & Reserves	75,359	223,135	553,769
Total Water/Sewer Fund Revenues	\$3,768,934	\$4,141,169	\$4,810,384

The FY2003 budget may be considered a maintenance level budget, with increases occurring in salaries, benefits and insurances. Major increases proposed are for contractual repairs in the wastewater plant operations budget (two roofs, repaired in the past, need to be replaced and one comminutor needs to be replaced at the Cedar Run lift station), increased costs in replacements meters in the meter reading budget and the increase in salaries in transmission and distribution budget, due to the decreased number of water line projects in the capital projects portion of the utilities budget.

#### SUMMARY WATER/SEWER FUND EXPENSES FISCAL YEARS 2001 THROUGH 2003

	<u>FY 2001</u>	<u>FY 2002</u>	<u>FY 2003</u>
Meter Reading	\$ 181,757	\$ 192,797	\$ 232,908
Source of Supply	478,301	512,243	541,700
Transmission & Distribution	340,502	350,373	392,948
Wastewater Plant Operation	862,693	893,069	974,337
Water/Sewer Administration	466,779	482,420	556,608
Capital Projects	634,009	708,470	1,148,535
Debt Service	804,893	837,209	808,005
Transfers and Reserves	0	164,588	155,343
Total Water/Sewer Fund Expenses	\$3,768,934	\$4,141,169	\$4,810,384

#### Summary

The FY2003 budget provides for the continuation of the services the community has come to expect with no increases in fees or taxes and a reduction of the real estate rate for the sixth year in a row and follows Council's directives.

Details of each department and section follow the respective narrative for that department or section.



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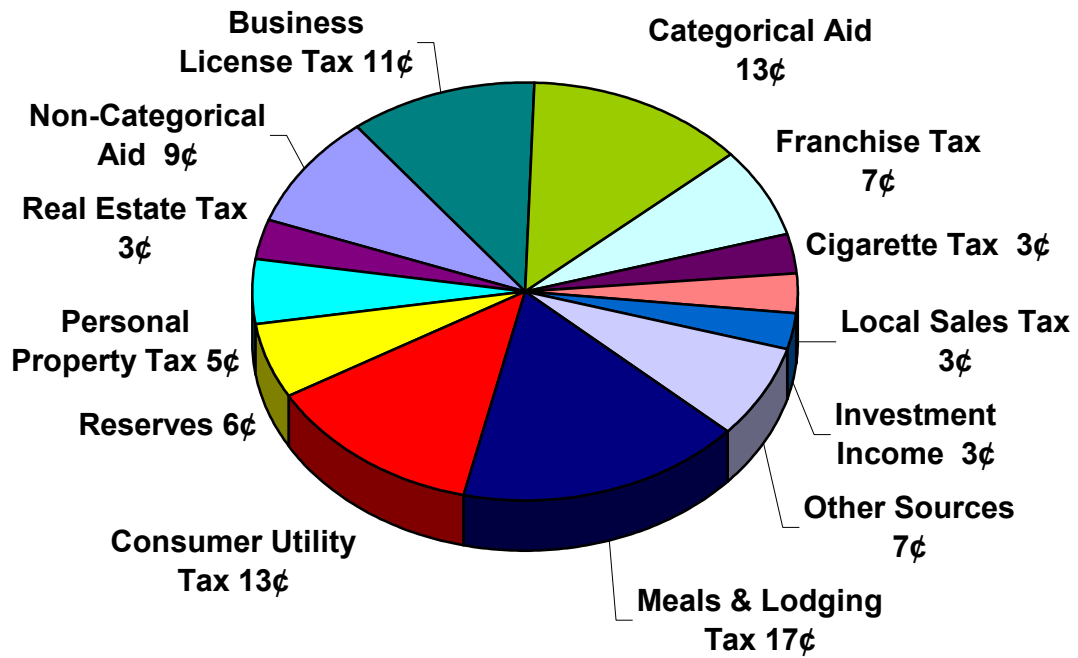
### FY 2003 Budget Summary – Actual & Estimated Revenues

	Actual <sup>1</sup> FY2001	Revised Budget FY 2002	Actual <sup>2</sup> 12 Months FY 2002	Adopted Budget FY 2003	Change
<b>GENERAL FUND</b>					
General Property Taxes	\$1,211,312	\$658,424	\$612,172	\$578,141	(\$80,283)
Other Local Taxes	4,191,059	3,372,902	4,340,633	3,927,768	554,866
Permits, Privilege Fees & Licenses	232,970	119,410	273,780	131,560	12,150
Fines & Forfeitures	73,808	90,000	81,566	77,000	(13,000)
Revenue from Use of Money/Property	458,405	212,283	230,742	203,150	(9,133)
Miscellaneous Revenue	968,614	61,440	410,092	42,300	(19,140)
Non-Categorical Aid	365,719	568,746	584,753	593,368	24,622
Categorical Aid	905,840	995,921	753,366	927,625	(68,296)
Federal Government Revenue	4,770	0	0	0	0
Non-Revenue Receipts	160,000	820,119	0	445,756	(374,363)
<b>TOTAL GENERAL FUND</b>	<b>\$8,572,497</b>	<b>\$6,899,245</b>	<b>\$7,287,104</b>	<b>\$6,926,668</b>	<b>\$27,423</b>
<b>CAPITAL POJECTS FUND</b>					
Reimbursements	\$0	\$15,000	\$0	\$300,000	\$285,000
Transfers	0	2,027,596	0	890,002	(1,137,594)
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>\$0</b>	<b>\$2,042,596</b>	<b>\$0</b>	<b>\$1,190,002</b>	<b>(\$852,594)</b>
<b>WATER &amp; SEWER FUND</b>					
Transfer Fees	\$7,936	\$7,700	\$10,400	\$7,900	\$200
Revenue from Use of Money/Property	240,540	204,052	232,076	202,000	(2,052)
Charges for Current Services	3,092,737	3,023,500	3,244,519	3,279,215	255,715
Recoveries & Rebates	4,201	13,000	40,728	6,500	(6,500)
Miscellaneous Revenue	20,118	9,650	50,946	15,700	6,050
Grant Revenue	0	27,600	0	0	(27,600)
Non-Revenue Receipts	1,490,600	632,532	2,103,475	745,300	112,768
Transfers	0	223,135	0	553,769	330,634
<b>TOTAL WATER &amp; SEWER FUND</b>	<b>\$4,856,132</b>	<b>\$4,141,169</b>	<b>\$5,682,144</b>	<b>\$4,810,384</b>	<b>\$669,215</b>
<b>RETIREMENT FUND</b>					
Revenue from Use of Money	\$0	\$0	\$100	\$0	\$0
Total Non-Categorical Aid	\$0	\$0	\$100	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$13,428,629</b>	<b>\$13,083,010</b>	<b>\$12,969,348</b>	<b>\$12,927,054</b>	<b>(\$155,956)</b>

<sup>1</sup> Audited

<sup>2</sup> Unaudited, through 06/30/2002

## Source of \$1 of General Fund Revenue



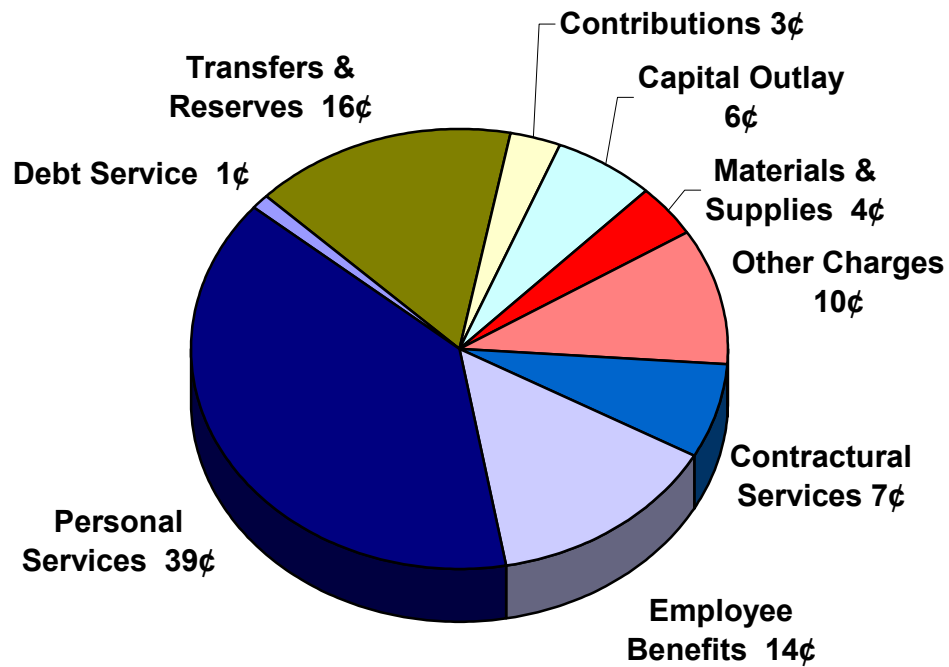
## FY 2003 Budget Summary – Actual & Estimated Expenditures

	Actual <sup>1</sup> FY2001	Revised Budget FY 2002	Actual <sup>2</sup> 12 Months FY 2002	Adopted Budget FY 2003	Change
<b>GENERAL FUND</b>					
Legislative Department	\$95,675	\$97,316	\$120,124	\$95,484	(\$1,832)
General & Financial Administration	672,068	690,790	704,525	714,679	23,889
Public Safety	1,938,025	1,932,296	1,795,917	2,060,748	128,452
Public Works	1,968,882	2,250,446	2,051,165	2,147,193	(103,253)
Contributions	106,842	127,200	47,200	134,900	7,700
Parks & Recreation	151,023	144,292	140,813	152,007	7,715
Planning & Community Development	494,974	468,380	436,111	480,787	12,407
Transfers & Reserves	0	1,122,634	0	1,072,949	(49,685)
Debt Service	59,963	65,891	65,919	67,921	2,030
<b>TOTAL GENERAL FUND</b>	<b>\$5,487,452</b>	<b>\$6,899,245</b>	<b>\$5,361,774</b>	<b>\$6,926,668</b>	<b>\$27,423</b>
<b>CAPITAL PROJECTS FUND</b>					
Capital Projects	\$476,872	\$2,042,596	\$2,108,028	\$1,190,002	(\$852,594)
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>\$476,872</b>	<b>\$2,042,596</b>	<b>\$2,108,028</b>	<b>\$1,190,002</b>	<b>(\$852,594)</b>
<b>WATER &amp; SEWER FUND</b>					
Water Department	\$987,567	\$1,055,413	\$1,063,982	\$1,167,556	\$112,143
Wastewater Treatment Plant	891,656	893,069	879,009	974,337	81,268
Public Utilities Administration	432,118	482,420	484,213	556,608	74,188
Water & Sewer Capital Outlay	572,110	708,470	680,370	1,148,535	440,065
Debt Service	230,695	837,209	835,722	808,005	(29,204)
Transfers & Reserves	0	164,588	0	155,343	(9,245)
<b>TOTAL WATER &amp; SEWER FUND</b>	<b>\$3,114,146</b>	<b>\$4,141,169</b>	<b>\$3,943,296</b>	<b>\$4,810,384</b>	<b>\$669,215</b>
<b>RETIREMENT FUND</b>					
Transfers	\$0	\$0	\$0	\$0	\$0
<b>TOTAL RETIREMENT FUND</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$9,078,470</b>	<b>\$13,083,010</b>	<b>\$11,413,098</b>	<b>\$12,927,054</b>	<b>(\$155,956)</b>

<sup>1</sup> Audited

<sup>2</sup> Unaudited, through 06/30/2002

## Use of \$1 of General Fund Revenue



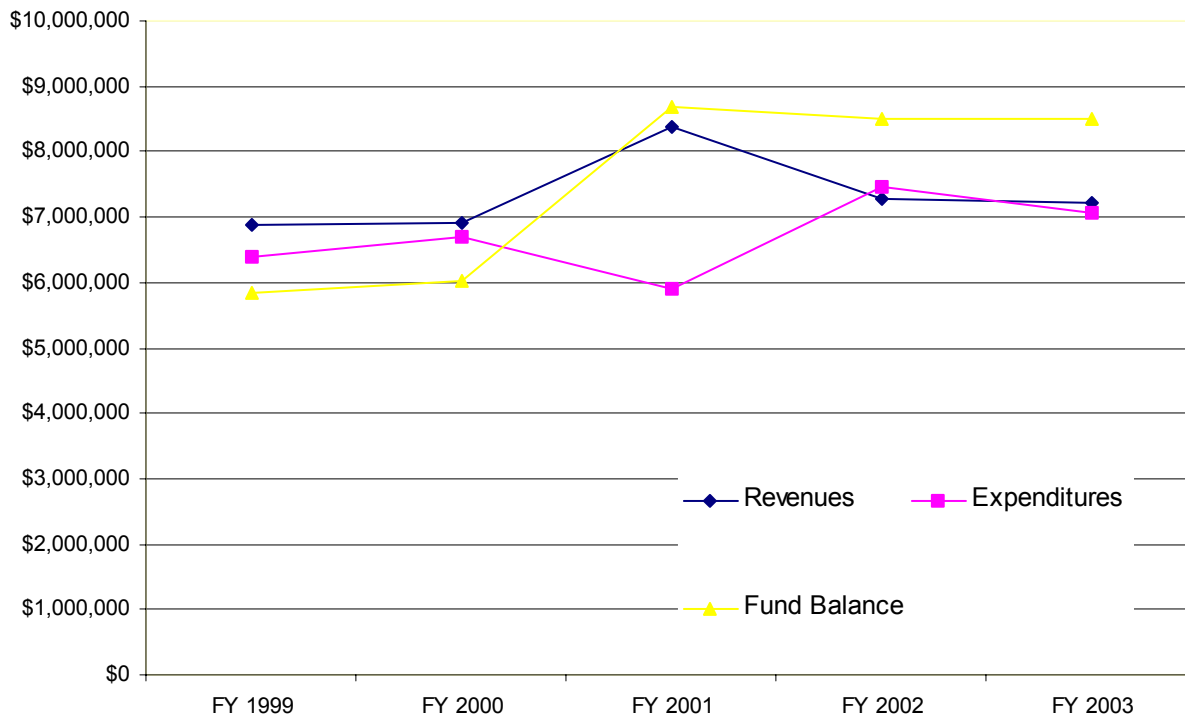
	FY 2003 <sup>1</sup>	FY 2002 <sup>2</sup>	FY 2001	FY 2000	FY 1999
<b>Revenues</b>					
General Property Taxes	\$578,141	\$612,172	\$1,211,312	\$1,462,138	\$1,643,425
Other Local Taxes	3,927,768	4,340,633	4,191,058	3,550,361	3,482,397
Permits, Privilege Fees & Licenses	131,560	273,780	214,220	134,462	109,343
Fines & Forfeitures	77,000	81,566	73,808	104,505	106,942
Revenue from Use of Money/Property	203,150	230,742	458,405	292,579	302,289
Miscellaneous Revenue	42,300	410,092	967,069	199,074	36,698
Non-Categorical Aid	593,368	584,753	365,719	226,458	23,527
Cateogrical Aid	927,625	753,366	905,840	0	0
Federal Government Revenue	0	0	4,770	0	0
Non-Revenue Receipts	445,756	0	0	951,612	1,169,012
	<u>\$6,926,668</u>	<u>\$7,287,104</u>	<u>\$8,392,201</u>	<u>\$6,921,189</u>	<u>\$6,873,633</u>
<b>Expenditures</b>					
Legislative Department	\$ 95,484	\$120,124	\$ 95,574	\$ 90,764	\$ 102,602
Executive Department	147,926	172,734	160,666	156,487	150,440
Legal Services	103,551	109,071	128,508	159,919	162,416
Finance Department	320,508	314,120	288,979	292,891	266,059
Memberships & Dues	4,450	4,447	3,686	3,556	3,423
Data Processing Department	138,244	98,371	111,488	77,745	71,080
Electoral Board & Officials	-	5,782	-	4,815	-
Police Department	1,754,777	1,529,599	1,667,344	1,561,549	1,460,955
Fire & Rescue Services	114,110	100,007	108,381	111,508	110,178
Inspections Department	191,861	166,311	162,300	149,924	140,022
Public Works Administration	269,580	262,343	252,070	241,373	226,151
Street Maintenance	554,984	548,347	486,924	493,388	410,589
Arterial Street Maintenance	386,001	454,875	260,978	284,843	355,703
Collector Street Maintenance	295,905	200,307	247,972	306,449	207,726
Refuse Collection	385,145	310,591	411,671	406,931	419,461
Recycling Program	91,879	70,570	86,731	73,517	81,288
Bldgs & Grounds Maintenance	163,699	204,132	222,532	201,130	216,774
Parks & Recreation	152,007	140,813	19,989	9,337	27,022
Contributions	134,900	47,200	153,911	228,659	89,349
Planning & Zoning Department	260,288	219,727	284,921	230,753	245,280
Zoning Appeals Board	2,100	317	267	428	1,164
Economic Development Department	215,229	215,226	209,013	192,230	174,764
Architectural Review Board	3,170	841	773	633	1,454
Capital Projects	1,190,002	2,108,028	476,872	1,390,842	1,443,594
Debt Service - Principal	65,364	59,865	48,159	23,719	23,359
Debt Service - Interest	2,557	6,054	7,820	1,032	2,609
Contingency	26,000	-	-	2,531	-
Total Expenditures	<u>\$ 7,069,721</u>	<u>\$ 7,469,802</u>	<u>\$ 5,897,529</u>	<u>\$ 6,696,953</u>	<u>\$ 6,393,462</u>
Excess (Deficiency) of Revenues Over Expenditures	\$ (143,053)	\$ (182,698)	\$ 2,494,672	\$ 224,236	\$ 480,171
<b>Other Financing Sources (Uses):</b>					
Proceeds from Indebtedness	\$ -	\$ -	\$ 181,259	\$ -	\$ -
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	156,947	-	-	30,862	-
Total Other Financing Sources (Uses)	<u>\$ 156,947</u>	<u>\$ -</u>	<u>\$ 181,259</u>	<u>\$ 30,862</u>	<u>\$ -</u>
Excess (Deficiency) of Revenues Over Expenditures Over (Under) Expenditures and Other Uses	\$ (300,000)	\$ (182,698)	\$ 2,675,931	\$ 193,374	\$ 480,171
Fund Balance at Beginning of Year	8,512,452	8,695,150	6,019,219	5,825,845	5,327,030
Residual Equity Transfer In	-	-	-	-	18,644
Fund Balance at End of Year	<u>\$ 8,212,452</u>	<u>\$ 8,512,452</u>	<u>\$ 8,695,150</u>	<u>\$ 6,019,219</u>	<u>\$ 5,825,845</u>

<sup>1</sup> Based on FY 2003 Budget

<sup>2</sup> 12 Months, unadjusted & unaudited

## Five-Year Summary of General Fund Revenues, Expenditures & Fund Balances

### General Fund Revenue, Expenditures & Fund Balance



### General Fund Balances - Designated & Undesignated

	FY 2003 <sup>1</sup>	FY 2002 <sup>2</sup>	FY 2001	FY 2000	FY 1999
Fund Balance, 06/30	\$8,512,452	\$8,512,452	\$8,695,150	\$6,019,203	\$5,825,845
Designated Balances:					
Reserve per Council Action (15% of Budget Expenditures)	1,039,000	1,034,887	880,204	902,880	873,877
Reserved for Capital Projects	1,000,000	119,075	3,016,433	1,000,249	1,108,969
Reserved for Recreational Projects	437,100	428,535	412,140	416,035	384,006
Reserved for Street Maintenance	79,500	77,985	75,936	-	-
Reserved for Lineweaver Technology Park Dev	863,500	846,571	707,642	504,176	519,816
Total Designated Balances	\$3,419,100	\$2,507,053	\$5,092,355	\$2,823,340	\$2,886,668
Undesignated Balances (available for appropriation)	\$5,093,352	\$6,005,399	\$3,602,795	\$3,195,863	\$2,939,177

<sup>1</sup> Assumes statutory balanced budget

<sup>2</sup> Estimated

The general Fund is used to account for the ordinary operations of the Town of Warrenton financed through taxes and other revenues. The General Fund includes all government activities not accounted for in a separate fund due to legal, contractual, statutory or financial management requirements.

Fund balances are unexpended funds available to complete existing capital projects or to fund planned projects. Undesignated fund balances are not reserved for a particular purpose, while designated fund balances are reserved, or set aside, for a specific project or program.



## Five Year Summary of Water & Sewer Fund Revenues, Expenditures & Retained Earnings

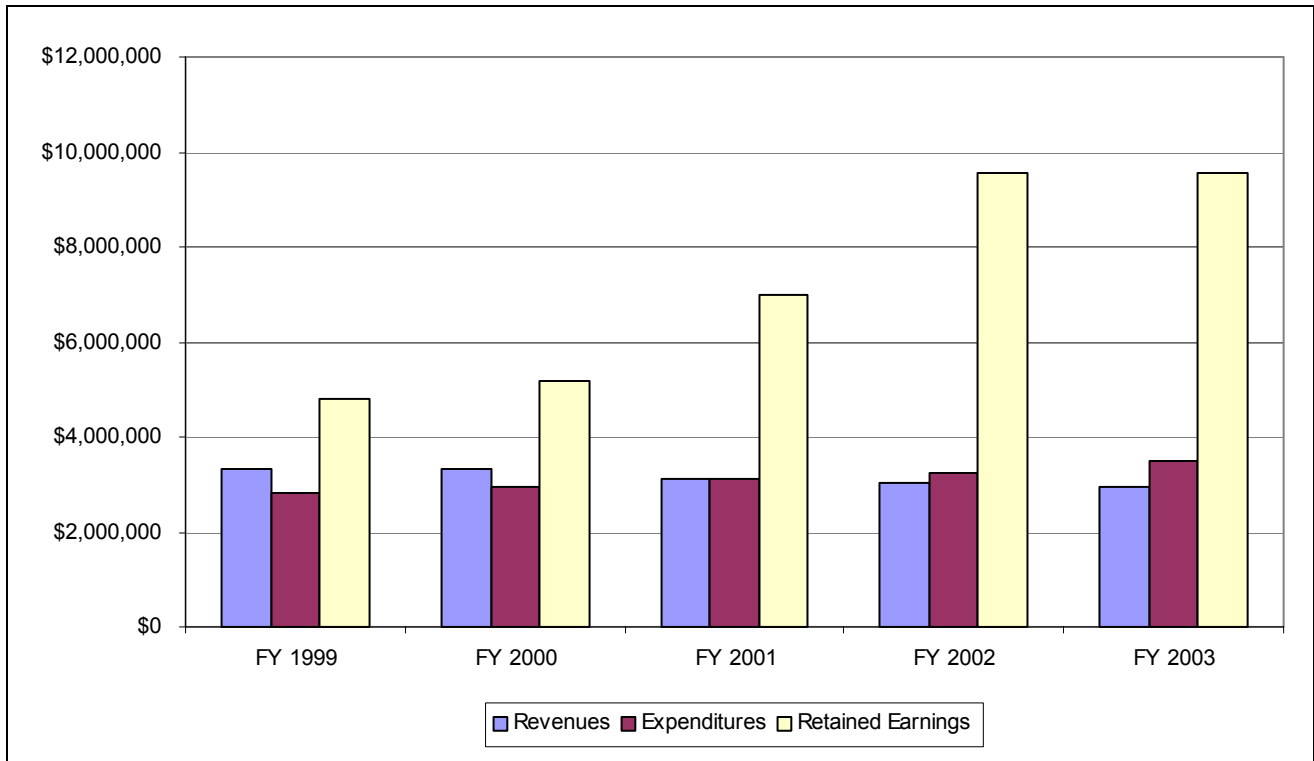
	FY 2003 <sup>1</sup>	FY 2002 <sup>2</sup>	FY 2001	FY 2000	FY 1999
<b>Revenues</b>					
Sewer Service Charge	\$2,020,676	\$1,985,314	\$1,904,681	\$1,847,778	\$1,795,013
Sale of Water	1,223,839	1,225,213	1,153,586	1,119,376	1,116,104
Sale of Materials & Supplies	15,000	45,151	19,293	11,325	9,280
Late Payment Charges	32,000	28,032	32,790	29,277	26,095
Installation Fees	5,000	25,767	3,088	18,538	6,604
Transfer Fees	7,900	10,400	7,936	7,567	7,234
Reconnection Fees	2,700	5,960	1,680	1,120	2,640
Recoveries & Rebates	1,500	14,961	1,113	1,487	2,898
Sanitary Sewer Facilities Charge	0	0	0	13,965	0
Grant Revenue	0	0	0	0	0
Miscellaneous Revenue	700	5,795	825	1,260	677
<b>Total Revenues</b>	<b>\$3,309,315</b>	<b>\$3,346,593</b>	<b>\$3,124,992</b>	<b>\$3,051,693</b>	<b>\$2,966,545</b>
<b>Operating Expenditures</b>					
Source of Supply	\$ 541,700	\$ 516,950	\$ 460,560	\$ 421,405	\$ 452,596
Transmission & Distribution	392,948	325,968	336,600	352,766	300,778
Meter Reading	232,908	221,424	190,403	173,994	160,954
Wastewater Treatment Plant Operation	974,337	879,009	891,656	806,383	784,435
Administration	556,608	484,213	431,673	382,679	347,467
Capital Outlay	-	-	-	-	-
Depreciation <sup>3</sup>	800,000	785,000	787,779	786,095	753,194
Amortization <sup>3</sup>	8,800	8,800	8,856	8,856	8,856
<b>Total Operating Expenditures</b>	<b>\$ 3,507,301</b>	<b>\$ 3,221,364</b>	<b>\$ 3,107,527</b>	<b>\$ 2,932,178</b>	<b>\$ 2,808,280</b>
<b>Net Operating Income (Loss)</b>	<b>\$ (197,986)</b>	<b>\$ 125,229</b>	<b>\$ 17,465</b>	<b>\$ 119,515</b>	<b>\$ 158,265</b>
<b>Non-Operating Revenues (Expenditures)</b>					
Interest Revenue	88,000	123,631	137,333	131,568	89,921
Rental Revenue	114,000	108,445	103,207	29,820	12,171
Water & Sewer Connection Fees	745,300	2,103,475	1,490,600	0	0
Interest Expense	(188,226)	(213,620)	(230,695)	(253,307)	(277,807)
Other	0	0	(1,981)	(1,800)	(1,800)
<b>Total Non-Operating Revenues (Expenditures)</b>	<b>\$ 759,074</b>	<b>\$ 2,121,931</b>	<b>\$ 1,498,464</b>	<b>\$ (93,719)</b>	<b>\$ (177,515)</b>
<b>Net Income (Loss) Before Operating Transfers</b>	<b>\$ 561,088</b>	<b>\$ 2,247,160</b>	<b>\$ 1,515,929</b>	<b>\$ 25,796</b>	<b>\$ (19,250)</b>
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	(561,088)	-	-	-	-
<b>Net Income (Loss)</b>	<b>\$ -</b>	<b>\$ 2,247,160</b>	<b>\$ 1,515,929</b>	<b>\$ 25,796</b>	<b>\$ (19,250)</b>
Add Depreciation of Fixed Assets Acquired by Grant	\$ -	\$ 300,000	\$ 315,114	\$ 315,114	\$ 284,317
<b>Increase (Decrease) in Retained Earnings</b>	<b>\$ -</b>	<b>\$ 2,547,160</b>	<b>\$ 1,831,043</b>	<b>\$ 340,910</b>	<b>\$ 265,067</b>
<b>Retained Earnings, Beginning of Year</b>	<b>\$ 9,540,032</b>	<b>\$ 6,992,872</b>	<b>\$ 5,161,829</b>	<b>\$ 4,820,919</b>	<b>\$ 4,555,852</b>
<b>Retained Earnings, End of Year</b>	<b>\$ 9,540,032</b>	<b>\$ 9,540,032</b>	<b>\$ 6,992,872</b>	<b>\$ 5,161,829</b>	<b>\$ 4,820,919</b>

<sup>1</sup> Based on FY 2002 Budget

<sup>2</sup> 10 Months 4/30/2001, unadjusted & unaudited

<sup>3</sup> Estimated for FY 2003 & FY 2002

### Water & Sewer Fund – Revenues, Expenditures & Retained Earnings



## Town of Warrenton, Virginia

### Schedule of Internal Funding or Transfers for FY 2003

#### Source of Funds – General Fund

- **Use of Funds** – General Fund
- **Type of Funding** – Transfer from Reserve
- **Amount** - \$445,756

**Purpose:** The General Fund will provide funding in the amount of \$445,756 by making previously obligated or designated funds free for appropriation in FY 2003 as follows:

Visitor Center Funding	\$270,756
Police Department Radio System	175,000

#### Use of Funds – General Fund

- **Use of Funds** – General Fund
- **Type of Funding** – Transfer to Reserves
- **Amount** - \$156,947

**Purpose:** To fund approximately one-half of the employee compensated absences, which is required to be fully funded by FY 2004.

#### Use of Funds – General Fund

- **Use of Funds** - Capital Projects Fund
- **Type of Funding** – Transfer to Capital Projects
- **Amount** - \$890,002

**Purpose:** The General Fund will provide funding in the amount of \$890,002 to help pay for FY 2003 Capital Projects. This item is shown as a use of funds and as a line item transfer out of the General Fund and as a source of funds in the Capital Projects Fund.

#### Source of Funds – General Fund, & Water & Sewer Fund

- **Use of Funds** – Motor Pool Fund
- **Type of Funding** – Internal Service Fund Transfer
- **Amount** - \$353,651

**Purpose:** The Town of Warrenton established the Motor Pool fund to account for all costs associated with the operation and maintenance of the Town's motor vehicles and equipment used in municipal operations. While not a true fund, but an internal service fund, it derives, in the Town's case, no revenues. Costs are accumulated and charged to the individual department's vehicle expense line item at the end of the fiscal year based on actual use of motor pool vehicles and equipment.

Use of Funds – Water & Sewer Fund

- **Use of Funds** – Water & Sewer Fund
- **Type of Funding** – Transfer to Reserves
- **Amount** - \$155,343

**Purpose:** To fund future development, repairs, and restoration to the water & wastewater treatment plant per Water & Sewer Rate Study performed by O'Brien & Gere in 1996.

Source of Funds – Water & Sewer Fund

- **Use of Funds** – Water & Sewer Fund
- **Type of Funding** – Transfer from Retained Earnings
- **Amount** - \$553,769

**Purpose:** The Water & Sewer Fund will provide funding in the amount of \$553,769 by making previously obligated or designated funds free for appropriation in FY 2003.

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## **Budget Policy**

### **Balanced Budget**

The Annual budget shall be balanced in accordance with the laws of the Commonwealth of Virginia with current revenue equal to or greater than current expenses using the Town's Value and Mission statement and the following strategies in order of priority:

- improve staff productivity;
- increase or improve revenue collections;
- use fund balance for short term needs;
- reduce or eliminate programs or services;
- raise existing user fees based on costs of services provided;
- institution of new user fees;
- increase property tax rates.

The FY 2003 budget was balanced by continued productivity improvements Town-wide and by Council and staff focusing on the development of a rational forward looking plan to accomplish its goals.

### **Revenue Projections**

All revenue projections or estimates shall be conservative in nature based on historical data and known trends and forecasts. All tax revenue estimates shall be based on reasonable Town adopted rates within the guidelines established by the Commonwealth of Virginia. Any new sources of revenues and new tax rates shall be adopted and included only after proper public comment and adoption by Town Council.

### **Expenditure Projections**

All expenditures shall be based on actual known costs, reliable historical data or estimates provided after careful research and investigation by staff and Council. All expenditures, projects and reserves budgeted shall be included only if they are necessary and essential in the individual department's efforts to meet the goals and objectives established by Town Council.

### **Accountability for Costs**

Department heads are expected to achieve a favorable budget variance, i.e., that actual expenditures are either equal to or less than the approved funding levels. The reallocation of funds between line items within a department is subject to the approval of the Town Manager only after significant analysis and appropriate documentation. All other redirection of budgeted funds requires council approval.

### **General & Administrative Charges**

Costs incurred by the general fund in handling or administering any proprietary funds, i.e., the Water & Sewer Fund shall be allocated according to generally accepted accounting principals and recognized in the computation of net earnings using estimates or rates developed from historical data.

### **General Fund Reserves**

The General Fund balance should be adequate to handle unexpected revenue shortfalls and able to accommodate a reasonable level of extraordinary, unbudgeted expenditures. In December 1998, Council adopted a formal policy regarding General Fund Reserves setting required reserves at 15% of budgeted expenditures.

Each year available fund balance (carryover), the cumulative excess of revenues over expenditures, may be used as a source of funding to be applied to the next fiscal years budget. Growth in fund balance may not be used as a method of funding appropriations, and should be identified only when realized as a result of operations.

### **Investments**

Investments made by the Town will be in accordance with the Investments for Public Funds Laws as set forth in Chapter 18 §2.1-328 of the Code of Virginia and further described in the Town of Warrenton Investment Policy, adopted January 10, 1995. Investment objectives stress safety, liquidity and return on all available funds. Each month a detailed investment report is provided to ensure Council is well informed of the Town's financial position. In addition, the Town's Finance Committee Chairman regularly reviews the Town's financial reports and offers comments concerning investment practices.

### **Procurement**

All budgeted appropriations are subject to the competitive procurement process as detailed in the Virginia Public Procurement Act and further defined in the Town of Warrenton Purchasing Policies and Procedures, adopted July 1, 1991 and subsequently amended on September 13, 2000. The competitive process ensures that all public funds are expended prudently, after careful research and determination that goods and services being procured are done so at the least possible cost for the quality necessary or required to meet established specifications.

### **Debt Service Reserves**

While no debt service reserves have been established, utility revenue projections are calculated annually to ensure that both principal and interest payments will be available for disbursement in addition to operating and capital expenditures of the water & sewer fund.

### **Utility Rates**

Careful study has been and continues to be done to ensure that utility rates will generate sufficient revenue to cover operating expenses, debt service payments and fund depreciation to allow for capital replacement under the existing program.



## **Significant Accounting Principles**

### **Fund Types & Account Groups**

**Fund Type:**               **Governmental**

**Fund Classification:**   **General and Special Revenue**

**Fund Title:**             **General Fund**

Governmental Funds account for the expendable financial resources, other than those accounted for in Proprietary and Similar Funds. The Governmental Fund measurement focus is on determination of financial position and changes in financial position, rather than on net income determination as would apply to a commercial enterprise. The individual Governmental Funds are:

General Fund accounts for all revenue and expenditures applicable to the general operations of the Town that are not accounted for in other funds.

Special Revenue Fund accounts for the proceeds of specific revenue sources (other than those dedicated for major capital projects) requiring separate accounting because of legal or regulatory provisions or similar administrative action. There are no special revenue funds at this time.

**Fund Type:**               **Proprietary**

**Fund Classification:**   **Enterprise**

**Fund Title:**             **Water & Sewer Fund**

Proprietary Funds account for operations in a manner similar to private business enterprises. The Proprietary Fund measurement focus is upon determination of net income, financial position, and changes in financial position. Proprietary Funds consist of Enterprise Funds.

Enterprise Funds account for the financing of services to the general public where all or most of the operating expenses involved are recorded in the form of charges to users of such services. The Water & Sewer Fund is an Enterprise Funds.

**Fund Type:**               **Fiduciary**

**Fund Classification:**   **Trust & Agency**

**Fund Title:**             **Agency Fund**  
                              **Retirement Fund**

Fiduciary Funds (Trust & Agency Funds) account for assets held by a governmental unit as an agent or custodian for individuals, private organizations, other governmental units, or other funds. Fiduciary Funds consists of the Agency Fund and the Retirement Fund.

### **Account Groups**

Account groups are used to account for general obligation long-term debt and general fixed assets. Long-term debt and fixed assets related to the Proprietary Fund are accounted for in the water & sewer fund. General long-term debt and general fixed asset account groups are included herein.

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the **General Fixed Assets Account Group**, rather than in governmental funds. Public domain (infrastructure) general fixed assets consisting of certain improvements other than buildings, including roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, and lighting systems, are not capitalized along with the other general fixed assets. No depreciation is calculated on general fixed assets.

Long-term liabilities, expected to be financed from governmental funds, are accounted for in the **General Long-term Debt Account Group**, not in the governmental funds.

### **Basis of Accounting**

#### **Governmental Funds**

Governmental Funds utilize the modified accrual basis of accounting under which revenues and related assets are recorded when measurable and available to financial operations during the year. Accordingly, real and personal property taxes are recorded as revenues and receivables when billed, net of allowances for uncollectible amounts. Property taxes not collected within 45 days after year end are considered deferred revenues. Sales taxes, which are collected by the State and subsequently remitted to the Town are recognized as revenues and receivables upon collection by the State, which is generally in the month preceding receipt by the Town. Licenses, permits and fines are recorded as revenues when received. Intergovernmental revenues, consisting primarily of State and other grants for the purpose of funding specific expenditures, are recognized when earned or at the time of the specific expenditure.

Expenditures, other than accrued vacation pay not currently payable and interest on long-term debt, are recorded as related fund liabilities as incurred. Sick leave is recorded as an expenditure when paid. Interest on long-term debt is recognized when due except for interest due on July 1, which is accrued.

#### **Proprietary Funds**

The accrual basis of accounting is used for the Enterprise Funds. Under the accrual method, revenues are recognized in the accounting period in which they are earned, while expenses are recognized in the accounting period in which the related liability is incurred. The Town applies all applicable GASB pronouncements as well as FASB Statements and Interpretations, APB's and ARB's issued on or before November 30, 1989 unless these pronouncements conflict with or contradict GASB pronouncements.

#### **Fiduciary Fund (Trust and Agency Funds)**

Non-expendable Trust Funds are accounted for on a flow of economic resources measurement focus and utilize the accrual basis of accounting. Agency Funds utilize the modified accrual basis of accounting.

### **Budgets and Budgetary Accounting**

Budgets are adopted for the General Fund, Special Revenue Fund and Enterprise Funds.

The Following procedures are used by the Town in establishing the budgetary data reflected in the annual budget document:

- Prior to May 1, the Town Manager submits to the Town Council a proposed operating and capital budget for the fiscal year commencing the following July 1. The operating and capital budget includes proposed expenditures and the means of financing them.
- Public hearings are conducted to obtain citizen comments.
- Prior to June 30, the budget is legally enacted through passage of an Appropriations Resolution.

- The Appropriations Resolution places legal restrictions on expenditures at the department or category level. The appropriation for each department or category can be revised only by Town Council. The Town Manager is authorized to transfer budget amounts within departments.
- Formal budgetary integration is employed as a management control device during the year for all funds.
- All budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).
- Appropriations lapse on June 30, for all Town funds unless they are carried forward by a resolution of Town Council. Several supplemental appropriations are necessary during the year.
- All budget data presented in the Comprehensive Annual Financial Report (CAFR) is the amended budget as of June 30.

### **Inventory**

Inventory is valued at cost, which approximates market, using the first in/first out (FIFO) method. The costs of inventories are recorded as expenses when consumed rather than when purchased.

### **Property, Plant and Equipment (Fixed Assets)**

Property, plant, and equipment purchased is stated at cost or estimated cost. Donated property is recorded at market value prevailing at date of donation. Depreciation for Proprietary Fund fixed assets is calculated using the straight-line method over useful lives of ten to fifty years.

General fixed assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisition and construction are reflected as expenditures in governmental funds, and the assets capitalized in the General Fixed Asset Account Group. Public Domain (infrastructure) general fixed assets consisting of roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, and lighting systems are not capitalized. Such assets are immovable and of value only to the government.

## FUNCTIONAL CLASSIFICATIONS

<b>100</b>	<b>General Fund</b>			
11000	Legislative		80000	Planning & Community Development
	11010 Town Council			81100 Planning & Zoning
12000	General & Financial Administration			81400 Board of Zoning Appeals
	12110 Town Manager			81500 Economic Development
	12210 Legal Services			81600 Architectural Review Board
	12420 Finance & Human Resources		90000	Non-Departmental
	12600 Memberships & Dues			93100 Transfers & Reserves
	12700 Data Processing			95100 Debt Service
13000	Board of Elections		<b>301</b>	<b>Capital Projects Fund</b>
	13100 Electoral Board			94500 Capital Projects
30000	Public Safety		<b>501</b>	<b>Water &amp; Sewer Fund</b>
	31100 Police Department			41340 Meter Reading
	32100 Fire & Rescue Services			45100 Source of Supply
	34100 Inspections			45200 Transmission & Distribution
40000	Public Works			45300 Wastewater Treatment Plant
	41100 Public Works Administration			45400 Administration
	41200 Street Maintenance			45500 Capital Outlay
	41500 Arterial Street Maintenance			95100 Debt Service
	41600 Collector Street Maintenance			99100 Transfers & Reserves
	42300 Refuse Collection		<b>601</b>	<b>Motor Pool Fund</b>
	42400 Recycling Program			12520 Motor Pool Operations
	43200 Building & Grounds Maint		<b>731</b>	<b>Agency Fund</b>
50000	Contributions		<b>735</b>	<b>Retirement Fund</b>
	53500 Welfare & Social Services		<b>801</b>	<b>Fixed Assets</b>
70000	Parks & Recreation		<b>999</b>	<b>Accountability</b>
	71200 Parks Maintenance			
	71300 Contributions Parks & Rec		Functional Classifications are used to separate activity centers within the Town's various departments and funds to enable its financial data to be compared to other jurisdictions in the Commonwealth in accordance with the Auditor of Public Accounts regulations.	
	71400 Cemetery Maintenance			
	72600 Cultural Enrichment			

## **EXPENDITURE CLASSIFICATIONS**

### **PERSONAL SERVICES**

1100-1399      Salaries & Wages

### **EMPLOYEE BENEFITS**

2100    FICA Expense  
2210    Retirement  
2300    Health Insurance  
2400    Life Insurance  
2600    Unemployment Insurance  
2700    Worker's Compensation  
2810    Clothing Allowance  
2830    ICMA Contribution  
2840    Car Allowance  
2850    Employee Incentive Program  
2860    Accrued Leave Expense  
  
2899    Miscellaneous Benefits

### **CONTRACTUAL SERVICES**

3100    Professional Fees  
3120    Independent Auditors  
3150    Recording Costs  
3160    Laboratory Services  
3170    Pretreatment Testing  
3200    Temporary Help Services  
3310    Contractual Repairs  
3311    ADA Building Modifications  
3315    Construction Costs  
3320    Maintenance Contracts  
3330    Janitorial Service  
3351    Repairs-3rd Street Building  
3352    Maintenance Shed Improvements  
3354    Repairs -Town Hall  
3355    Lot Paving-Town Shop  
3357    Rady Park Maintenance  
3500    Printing  
3600    Advertising  
3701    Uniform Rental  
3800    Prisoner's Board  
3815    Share Landfill Operation  
3901    Microfilm Records  
3902    Burglar Alarm Contract  
3990    Payments on Contracts  
3991    Permit Fees

### **OTHER CHARGES**

4200    Vehicle Expenses  
5110    Electric Current  
5120    Fuel  
5210    Postage  
5230    Communication  
5302    Fire Insurance  
5304    Equipment Insurance  
5305    Automotive Insurance  
5306    Surety Bond  
5307    Public Official Liability Insurance  
5308    General Liability Insurance  
5410    Lease of Equipment  
5420    Lease of Buildings  
5430    Lease of Parking Lot  
5510    Travel  
5540    Training  
5688    Contribution-Chamber of Commerce  
5699    Contribution-Wherehouse  
5690    Contribution-Planning Commission  
5691    Contribution-Fauquier Housing  
5692    Contribution-Community Group  
5693    Contribution-Fauquier Community  
         Action  
5694    Contribution-Fauquier Historical Society  
5695    Contribution-Veterans Memorial  
5696    Contribution-CSC Study  
5697    Contribution- Bluemont  
5698    Contribution-Parks & Rec  
5699    Contribution Rescue Squad  
5810    Membership & Dues  
5811    Virginia Municipal League  
5812    Virginia Innovation Group  
5813    Virginia Institute of Governments  
5890    Public Relations

### **MATERIALS & SUPPLIES**

6001    Office Supplies  
6002    Food  
6003    Agricultural Supplies  
6004    Laboratory Supplies  
6007    Repairs-Buildings & Grounds  
6008    Gasoline, Grease & Oil  
6009    Repairs-Equipment  
6010    Police Supplies  
6011    Wearing Apparel

6012 Subscriptions  
 6014 Automotive Tires & Tubes  
 6021 Motor Vehicle Licenses  
 6022 Service Charges  
 6023 Narcotics Fund  
 6024 Tools  
 6025 Chemical Supplies  
 6026 Engineering Supplies  
 6032 Repairs-Parking Lots  
 6035 Repair Parts-Signal Equipment  
 6051 Plastic Bags  
 6095 Replace Trash Receptacles  
 6097 Meters & Supplies  
 6098 Materials-Snow Removal  
 6099 Materials & Supplies  
 7001 E-911 System Contribution

#### **CAPITAL EXPENDITURES**

8011 Laboratory Equipment-Sewer  
 8012 Meters  
 8092 Walker Drive Construction  
 8098 Machinery & Equipment-Water  
 8099 Machinery & Equipment-Sewer  
 8201 Machinery & Equipment  
 8202 Furniture & Fixtures  
 8203 Communication Equipment  
 8205 Motor Vehicles & Equipment  
 8206 Construction Equipment  
 8207 Data Processing Equipment  
 8220 Tactical Squad Equipment  
 8221 Engineering Equipment  
 8251 Driveway Culverts  
 8253 Tree Program  
 8254 Replace Street Name Signs  
 8255 Replace Traffic Signs  
 8256 Sidewalks, Curbs, Gutters  
 8257 Street Improvements/Paving  
 8258 Storm Sewers  
 8261 Tree Planting-5th Street Lot  
 8263 Playground Equipment  
 8830 Water Plant/Well Improvements  
 8835 Sewer Plant Improvements  
 8866 Sewer Line Rehabilitation  
 8868 Water Line Replacement  
 8869 Sewer Line Construction  
 8901 Airlie Dam Project  
 8905 Rental Property Improvements  
 8997 Amortization Expense  
 8998 Depreciation Expense  
 8999 Depreciation on Fixed Assets

#### **DEBT SERVICE**

9111 Lease Purchase-Principal  
 9112 Redemption-1988 Bonds  
 9113 Redemption-1990 Bonds  
 9114 Redemption-1993 Bonds  
 9121 Lease Purchase-Interest  
 9122 Interest-1990 Bonds  
 9123 Interest-1988 Bonds  
 9124 Interest-1993 Bonds  
 9131 Service Charges-1980 Bonds  
 9132 Service Charges-1988 Bonds  
 9133 Service Charges-1990 Bonds  
 9134 Service Charges-1993 Bonds

#### **TRANSFERS**

9200 Transfer to Retirement Fund  
 9201 Transfer to Capital Projects Fund

## Functional Classification Descriptions

Description of all accounts, referred to as object codes, used by the Town of Warrenton. Each object code may be used by any department.

### **Personal Services**

The costs for salaries, officers' compensatory time, overtime, and part time help.

- 1100 –
- 1399 Salaries – Regular full-time salaries of all personnel.
- 1300 Wages and Extra Help – All overtime and part-time salaries.

### **Fringe Benefits**

- 2100 FICA Expense – Employer share of FICA and Medicare expense.
- 2210 Retirement – Employer and employee share of VRS (Virginia Retirement System) contribution.
- 2300 Health Insurance – Town share of health insurance premiums.
- 2400 Life Insurance – Town share of life insurance premiums.
- 2600 Unemployment Insurance – employer cost for an employee who files an unemployment claim. This is not normally budgeted.
- 2700 Worker's Compensation – employer's annual premium for worker's compensation.
- 2810 Clothing Allowance – cost of supplying clothing to police officers who are not issued uniforms.
- 2830 ICMA or Section 457 Retirement Program Contributions – employer's contribution
- 2899 Miscellaneous Benefits – usually the \$60.00 per employee allocated for the picnic and awards banquet expenses.

### **Contractual Services**

These accounts are for those services provided by outside sources and not town personnel.

- 3100 Professional Services – Services provided by a professional such as doctors, attorneys, veterinarians and consultants. Also used for medical costs such as hospitals.
- 3310 Contractual Repairs & Maintenance – Those costs for repairs provided by others. Examples are Gore Electric for traffic signal repairs, Rick Hunt Ford when a vehicle has to be repaired in their shop, or repairs to office equipment that is not covered by warranty or maintenance agreements.
- 3320 Maintenance Contracts – Annual costs for maintenance agreements or warranty contracts. This is the annual fee for having equipment under a maintenance contract or buying a warranty agreement.
- 3330 Janitorial Services – Costs for outside cleaning companies to clean Town owned buildings.
- 3500 Printing – Costs for having items printed by an outside printing firm. This can also include the cost of



paper to be printed on if the printer is supplying paper and printing and the bill is not broken down. Normally the paper costs would be under office supplies.

- 3600 Advertising – Charges by newspapers or magazines for advertising.
- 3701 Uniform Rental – The employer share for renting uniforms for employees. This also includes the rental of rags and floor mats.
- 3800 Prisoner’s Board – Costs of detention for town arrests in the county jail.
- 3990 Payments on Contracts – Payments for outside services not covered elsewhere. Examples are centerline painting by an outside contractor or cutting of trees by an outside contractor. This account is normally used for those items not considered capital outlay that is done by a contract with a contractor and planned in advance.

#### **Internal Services**

The costs associated with internal services of the Town. At this time the only two internal services are the motor pool is allocated to each department annually for their prorated share.

- 4200 Vehicle Expenses – The annual cost of the motor pool for maintaining vehicles and equipment. All charges associated with the maintenance and repair of vehicles and equipment are allocated to this account at the end of the fiscal year.

#### **Leases and Rentals**

- 5410 Lease of Equipment – This account is used for the rental of equipment.
- 5420 Lease of Buildings – Charges for leasing buildings, trailers or storage space on a monthly basis.
- 5430 Lease of Parking Lot – Charge for leasing parking lots.

#### **Other Charges**

- 5110 Electric Current – Monthly electric bills.
- 5120 Fuel – Monthly bills for heating fuel, either gas or kerosene.
- 5210 Postage – Charges for mailing letters or packages.
- 5230 Communication – Monthly charges for long distance calls. The charges for leasing the equipment is charged to lease of equipment.
- 5304 Equipment Insurance – Annual premium for insuring selected equipment.
- 5305 Automotive Insurance – Annual premium for insuring all licensed vehicles.
- 5306 Surety Bond – Annual premium for insuring personnel.
- 5308 General Liability Insurance – Annual premium for insuring the Town.
- 5510 Travel – Charges for food, lodging, tolls, seminars and classes for out of town business.

- 5540 Training – Charges for the academy, in-service training for police officers, seminars, and classes for all staff. Travel portion of these items should be charged to travel.
- 5810 Memberships and Dues – Charges for memberships and dues in specialized or professional organizations.
- 6001 Office Supplies – Costs of all office type supplies. May include small inexpensive office equipment. Office equipment with a value of \$500.00 or more is to be charged to capital outlay.
- 6002 Food – Charges for food for employees involved in emergencies or on scheduled overtime for projects that prohibit the employee from going home for that meal. Food purchases while traveling for the Town are charged to 5510.
- 6003 Agricultural Supplies – All charges for straw, grass seed, etc used at the cemetery.
- 6004 Laboratory Supplies – All charges for supplies, including glass, used in the lab. Charges for equipment, if under \$500.00, may also be charged to this account.
- 6007 Repairs – buildings and grounds – All charges for repair parts to a building and/or grounds. Charges for repairs that include labor are to be charged to 3310. Major repairs, such as structural changes, are to be charged to capital outlay.
- 6008 Gasoline, Grease And Oil – Charges for all purchases of gas, diesel fuel, kerosene not used for heating, grease of any type and oil of any type.
- 6009 Repairs to Equipment – Charges for repair parts for traffic signals, plant equipment at the water or sewer plant and shop equipment used to repair vehicles, etc. Repair parts for all other type equipment also are charged here. Repairs that which include labor are to be charged to 3310.
- 6010 Police Supplies – Charges for K-9 supplies, guns, ammunition, nightsticks, handcuffs, etc.
- 6011 Wearing Apparel – Charges for purchased uniforms (not rental uniforms), boots, gloves, safety vests, hats and goggles.
- 6012 Subscriptions – Charges for magazines, books, publications, etc.
- 6014 Automotive Tires and Tubes – Charges for the purchase of tires and tubes used on vehicles and equipment. Repairs for tires that include labor are to be charged to 3310.
- 6024 Tools – Charges for small tools used in daily operations and which have a value under \$500.00.
- 6025 Chemical Supplies – All charges for chemicals used for the treatment process of the water and sewer plants. For public works, the charges are for salt for roads.
- 6032 Repairs to Parking Lots – Charges for repairs to parking lots to include curb repairs.
- 6099 Materials and Supplies – Charges for all materials and supplies not charged to another account. For some departments not having another account, office supplies and small equipment may be charged here. This account is charged for paving materials for small paving jobs, materials used by mechanics in their operations, etc.

### **Capital Outlay**

These object codes, beginning with 8000, are used for the purchase of any item with a value of \$500.00 or greater that are not a cost of day to day operations. Examples are furniture, equipment, vehicles and fencing. These object codes may also be used for major repairs of equipment or buildings or for the construction of water/sewer lines, major paving of streets, etc. They are not to be used for day to day repair parts, small paving or patching jobs, K-9 supplies, etc. Charges directly associated with the purchase of a new vehicle, such as bar lights, are also charged here. Capital outlay object codes are not to be used for replacement purchases. Replacement purchases should be charged to the proper repair account.

## **FY 2003 Budget Procedures & Schedule**

October 27, 2001

### **MEMORANDUM**

**TO:** All Department Heads and Superintendents

**FROM:** John A. Anzivino  
Town Manager

**SUBJECT:** Fiscal Year 2002-2003 Budget Procedures and Schedule

Welcome to the beginning of the Fiscal Year 2002-2003 budget process – a process which may challenge us all. We have passed the test of moving into the new millennium and now it is time to put on our budget hats once again. For each of the last five years there has been an increasing interest on the part of the citizens and elected officials to be more involved in the process and to make more informed decisions. As we move through the budget preparation effort this year, let us not forget that this is not my budget, your budget or anyone in particular's budget – it is a budget for the Town and must meet the service needs of the citizens and businesses we serve. To this end, I expect that the process may not be as fluid as it has been in the past, although I expect each one of you to do your usual excellent job of defining the needs of your particular function and finding ways to meet those needs as creatively as possible.

Over the years, the Town's budgets have evolved from being a group of pages loosely packaged and handed to Council with a verbal description of what increases in revenues and expenditures were anticipated to a nationally-recognized and more complete, more citizen-friendly document which identifies goals, adequately describes programs and explains services provided to meet the needs of our citizens. This has not been accomplished without your help and we should be proud of that effort. While a great deal has been accomplished in developing a format for budgets that are written in simple terms and that our citizens can understand and even though we have received awards for our presentation of the budget, we, as a staff, need to continue to work on further improving the document.

As you all know, over the last three years, each Town-directed department has begun to set goals which their budget has been geared to. These goals, which were derived from broader, community-wide goals established by the Council and the Town's vision statements, plans and/or policies have served to guide the development of each department's budget as programs were developed and projects planned and implemented. In the past two years each department has also added performance measurements and performance targets that have been monitored to ensure that the goals you have established and Council approved are being met.

As I noted last year and the year before, it is my intent to handle our continued development of performance measures over a two to three-year period and compare the Town to other communities to determine if we are at the norm, above or below accepted standards for performance in the area and across the state.

This year each department head will continue to work toward refining the more general goals and develop objectives with more measurable units, so that progress in each program can be more quantitatively measured and successes rewarded and shortcomings identified and improved upon. This process continues an effort we have been working toward over the years and will allow each of us, as stewards of the public's funds, to better track our efforts during the budget year and to measure and report our success at year's end.

Each department has now been through this exercise twice and, consequently, improving the previously developed performance measurements should continue to be an easier task. However, some examples for reference purposes and to refresh your memories in this area are still appropriate. As you know, the Finance and Personnel Department handles many processes on a routine basis (i.e., tax bill collection, payroll, accounts payable, utilities collections, etc.). There are accepted rates of collections internally, statewide and nationally for various types of revenue collection transactions and these could be used as the framework to better develop goals and measures in this area. In the area of public works and utilities, goals and measures may be more easily quantified per function (i.e., street paving, refuse collection, water and sewage treatment, infiltration/inflow repair and waterline replacement). In the area of police work, cases closed per investigator, numbers of miles patrolled on foot, by bike and by vehicle as well as crime seminars held, public contacts, etc. are measures that can be utilized which all lead to meeting the goal of keeping crime at or below current day levels.

I again realize each of you may be dealing with your department's budget in this manner for the third time and in some cases, the information may still seem somewhat obtuse. However, both Rick Heartley and I are prepared to assist you in developing these goals and measurement devices in a clearer, better-defined format if you need help. If you are confused and do not think you need our assistance, however, go back to the current budget document. This should help refresh your memory.

In the new year's budget if you have new program elements or major purchases you need to make, please make sure that these are adequately documented and explain how they relate to our goals and your program. At the same time please examine your routine requests to see if money can be saved via use of new products, techniques, etc. As is the case from previous years, and as noted earlier, our income will not expand significantly and Council wishes us to be as economical as possible. Consequently, all internal priorities, let alone new programs, may not be able to be met or funded.

There are several routine administrative items you must be aware of as you begin development of your budget for the next year. Be advised that the schedule that is attached **must be adhered to** due to time constraints, statutory limitations and Council desires. For most of you, some thought should have been given to your budget already so written preparation of the document may continue to be the most difficult part of the task. As a reminder, please recall that a full explanation, as noted above, in conjunction with new requests for equipment, personnel, etc. must be submitted so that we can prioritize the request submitted. In regard to this issue, please note again that only true needs or mandated requirements can be reflected in my recommended budget to Council due to limited revenue growth.

Also, please prepare your department's budget with the Town's Mission Statement, the Council's goals, the Comprehensive Plan's goals and other plan or policy-established goals in mind. These items, which we, the staff, the Council and the citizens of the community have had an opportunity to develop, serve as measures of identified needs as well as an indication of what the desires of the community are. As you identify projects and/or purchases to meet these needs, consideration should also be given to any engineering studies that have previously been completed or are ongoing which identify projects. If necessary, these items should be included in the Town's Capital Improvements Program (CIP), developed by the Town's Director of Planning and Community Development, Ray Ocel. In addition, project costs for the CIP in the upcoming year must be updated utilizing appropriate inflation factors and reflecting changes in the projects that have occurred.

Finally, please provide the following in accordance with the attached schedule. This includes:

- A. **A departmental budget keyed to the Town's budget system.** Attached to this memorandum you will find a copy of your current year's budget and budgets under your jurisdiction with budget items and expenditures through September 30, 2000. This sheet shall be returned to Fran Hatcher, the Director of Finance and Personnel, with **all line item requests typed in accordance with the attached schedule.** If you have problems or questions concerning any aspect of the line items, please contact Ms. Hatcher. As in the past, computations in conjunction with insurance needs, fringe benefits, and all other insurance, personnel and fixed costs including cost of living increases will be calculated by the Finance Director. Requests for additional personnel must be detailed concerning the nature of the position, the job description and why the position is necessary. Also, you recently received an updated "Chart of Accounts" for your use. This list will help you identify what goes where in regard to line items. In addition, if you have any questions concerning placement of line items or certain purchases and what line item they fit into, please contact Fran Hatcher. She is there and is prepared to help you.
- B. **Narrative Description of your budget as indicated on the attached sheet "Attachment B."** The description submitted as part of your budget request shall highlight the major increases requested and why they are necessary to operate your department effectively in the upcoming year. Information provided will be utilized to give the Council a general idea of what your needs are and will be, if deemed appropriate, included in the Manager's budget submitted to Council in accordance with the Code. This information will be available to the public, and consequently, it will be important to those people who review the budget, both at the Council level and the general citizenry to have it placed in clear, concise and readable fashion so that proper interpretation of needs can take place. Therefore, **this submission must be typed and, if possible, placed on diskette for easy transfer.** New services should also be described and potential sources of new revenues, if there are any, in the form of fee increases, charges, fines, etc., should be explained so that we may better analyze them for potential utilization by the Town. If your department does not assess any of the fees, etc. above, you may pass this particular section by.
- If you wish to submit additional information providing greater detail in conjunction with your budget request, this will also be forwarded to Council as part of their overall budget package. I believe that this year it will be more important than ever to document trends in our programs as part of our supporting information. Trends such as infiltration/inflow, loss of water, complaints filed, traffic citations written, crime rates, etc. all over a ten-year period may be important in describing the success of your efforts and the need for continued investments in the coming year. A lack of adequate information in the budgetary process can lead to misunderstandings, improper evaluation of your needs and failure for you to receive the funds necessary to adequately operate your department. Consequently, anything that you can do to provide the Finance Director, myself and, subsequently, the Council with information which can be provided the public will be greatly appreciated. Finally, as part of this description, **we will also need to know when major expenditures are planned** so that we may better plan our cash flow and investments throughout the year. Consequently, we would appreciate a general description of when purchases or projects in excess of \$5,000 are planned. This includes construction projects and consulting services as well as planned equipment purchases.
- C. A list of goals and performance measures, as previously noted, which tie into the Council's adopted mission statement, Council's adopted goals, goals of the Comprehensive Plan or other goals included in reports and adopted by Council.
- D. A breakdown of existing employees per budget, per job description classification.
- E. **Budget Schedule.** The budget schedule which follows and which has previously been provided to you, shall be adhered to:

### **Fiscal Year 2003 Budget Schedule**

<b><u>DATE</u></b>	<b><u>EVENT</u></b>
October 29, 2001	Package of Budgetary Instructions Delivered to Agencies and Departments.
November 29, 2001	Funding Requests Submitted to Finance Director.
December 21, 2001	Draft Budget Completed by Finance Director and submitted to Town Manager
December 22, 2001- February 15, 2002	Town Manager's Review of Draft Budgets and preparation of recommended budget.
February 15, 2002	Delivery of Proposed Budget to Council.
March 2002	Worksessions on Proposed Budget.
Tuesday, April 10, 2002	Proposed Date for Public Hearing on Budget.
Not later than April 24, 2002	Rate and adoption of FY 2003 budget so that tax bills can be prepared and mailed by second week in May.

As noted, please submit your information as requested to Mrs. Hatcher no later than November 29, 2001.

In addition, if you have questions concerning this process or the budget in general, please do not hesitate to contact her as well.

I shall look forward to hearing from you and working with you as we move through this process.

TOWN OF WARRENTON  
FISCAL YEAR 2003 BUDGET REQUEST

DEPARTMENT \_\_\_\_\_

NOTE: USE AS MANY SHEETS AS NECESSARY. YOU ARE NOT RESTRICTED TO THESE FORMS.

Narrative description of problems, needs, etc. which justify major increases in budget:

Describe what services will be provided with additional funds:

If additional personnel are required, where will you house them?

Potential sources of new revenue that may be used to support your budget request:

Please describe in detail what types of office equipment, furniture, etc. is proposed by your department:

Additional comments and information: (Use more sheets, if necessary)



Please list the goals of the agency as they relate to the prepared budget.

Please list all employee positions (filled and vacant) by classification and by number filled and vacant for each classification. Note any new positions requested and describe why they are important to maintaining or expanding the department/ agency's services.

Please list all significant accomplishments of your department, section or agency that have occurred in the first half of the current fiscal year (FY 1999/2000).

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**Governmental Revenues By Source – Ten Year History**

	FY 2003 <sup>1</sup>	FY 2002 <sup>2</sup>	FY 2001	FY 2000
General Property Taxes	\$578,141	\$612,172	\$1,211,312	\$1,462,138
Other Local Taxes	3,927,768	4,340,633	4,191,058	3,550,361
Permits, Privilege Fees & Licenses	131,560	273,780	214,220	134,462
Fines & Forfeitures	77,000	81,566	73,808	104,505
Revenue from Use of Money/Property	203,150	230,742	458,405	292,579
Miscellaneous Revenue	42,300	410,092	967,069	199,074
Non-Categorical Aid	593,368	584,753	365,719	226,458
Categorical Aid	927,625	753,366	905,840	928,764
	-			
Revenue from Federal Government		0	4,770	22,848
Non-Revenue Receipts	445,756	0	0	0
Total General Fund Revenue	\$6,926,668	\$7,287,104	\$8,392,201	\$6,921,189

**Governmental Revenues & Other Local Taxes By Source – Ten Year History**

	FY 2003 <sup>1</sup>	FY 2002 <sup>2</sup>	FY 2001	FY 2000
	\$578,141			
Property Tax	1	\$612,172	\$1,211,312	\$1,462,138
Sales Tax	238,000	141,609	275,335	244,592
Utility Tax	910,000	884,374	912,010	680,214
Franchise Tax	482,200	619,009	529,008	424,963
Meals Tax	1,082,000	1,143,493	1,082,000	977,125
Transient Occupancy Tax	127,568	106,614	121,620	125,939
BPOL (Business License Tax)	750,000	987,283	923,169	750,026
Motor Vehicle Licenses	120,000	132,324	129,051	118,153
Cigarette Tax	218,000	225,927	218,865	229,349
Total Local Governmental Revenues	\$4,505,909	\$4,852,805	\$5,402,370	\$5,012,499

<sup>1</sup> Estimated

<sup>2</sup> 12 months

**Assessed Valuation of All Taxable Property – Ten Year History**

	FY 2002	FY 2001	FY 2000
Real Estate	\$682,979,200	\$518,185,100	\$503,124,600
Personal Property <sup>1</sup>	57,788,410	43,931,350	43,931,350
Public Service Corporations:			
Real Estate	22,505,610	22,285,009	21,175,057
Personal Property <sup>1</sup>	10,984	34,350	32,731
Total Value	\$763,284,204	\$584,435,809	\$568,263,738

<sup>1</sup> Assessments based upon 100% of Full Market Value on January 1 of the preceeding year.

**Governmental Revenues By Source – Ten Year History**

FY 1999	FY 1998	FY 1997	FY 1996	FY 1995	FY 1994
\$1,638,136	\$1,678,689	\$2,058,698	\$1,546,250	\$1,468,480	\$1,427,945
166,924	176,806	175,642	147,669	136,840	124,213
527,989	614,057	608,324	568,906	551,251	455,791
436,984	403,473	400,043	212,381	266,227	165,985
847,618	864,012	815,876	769,446	784,715	733,627
81,705	101,620	92,106	79,554	84,718	80,082
802,613	743,466	1,070,772	568,504	559,798	563,721
110,116	103,694	97,406	90,540	88,084	85,340
215,151	224,986	220,433	240,104	236,969	168,061
<u>\$4,827,236</u>	<u>\$4,910,803</u>	<u>\$5,539,300</u>	<u>\$4,223,354</u>	<u>\$4,177,082</u>	<u>\$3,804,765</u>

**Governmental Revenues & Other Local Taxes By Source – Ten Year History**

FY 1999	FY 1998	FY 1997	FY 1996	FY 1995	FY 1994
\$1,638,136	\$1,678,689	\$2,058,698	\$1,546,250	\$1,468,480	\$1,427,945
166,924	176,806	175,642	147,669	136,840	124,213
527,989	614,057	608,324	568,906	551,251	455,791
436,984	403,473	400,043	212,381	266,227	165,985
847,618	864,012	815,876	769,446	784,715	733,627
81,705	101,620	92,106	79,554	84,718	80,082
802,613	743,466	1,070,772	568,504	559,798	563,721
110,116	103,694	97,406	90,540	88,084	85,340
215,151	224,986	220,433	240,104	236,969	168,061
<u>\$4,827,236</u>	<u>\$4,910,803</u>	<u>\$5,539,300</u>	<u>\$4,223,354</u>	<u>\$4,177,082</u>	<u>\$3,804,765</u>

*Assessed Valuation of All Taxable Property – Ten Year History*

FY 1999	FY 1998	FY 1997	FY 1996	FY 1995	FY 1994
\$488,175,500	\$494,471,767	\$456,344,859	\$449,934,039	\$439,431,773	\$419,054,529
42,111,093	37,803,216	29,140,469	28,688,286	25,556,541	25,598,831
21,121,628	17,686,167	18,722,797	20,530,723	16,677,073	14,671,101
25,051	7,122	8,965	10,479	10,087	16,275
<u>\$551,433,272</u>	<u>\$549,968,272</u>	<u>\$504,217,090</u>	<u>\$499,163,527</u>	<u>\$481,675,474</u>	<u>\$459,340,736</u>

<b>General Fund Sources of Revenue</b> <b>General Property Taxes</b>
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General Fund Revenues for FY 2003 total \$6,926,668.

Revenue Description:  
**FY 2003 Estimate**

General Property Taxes  
**\$578,141**

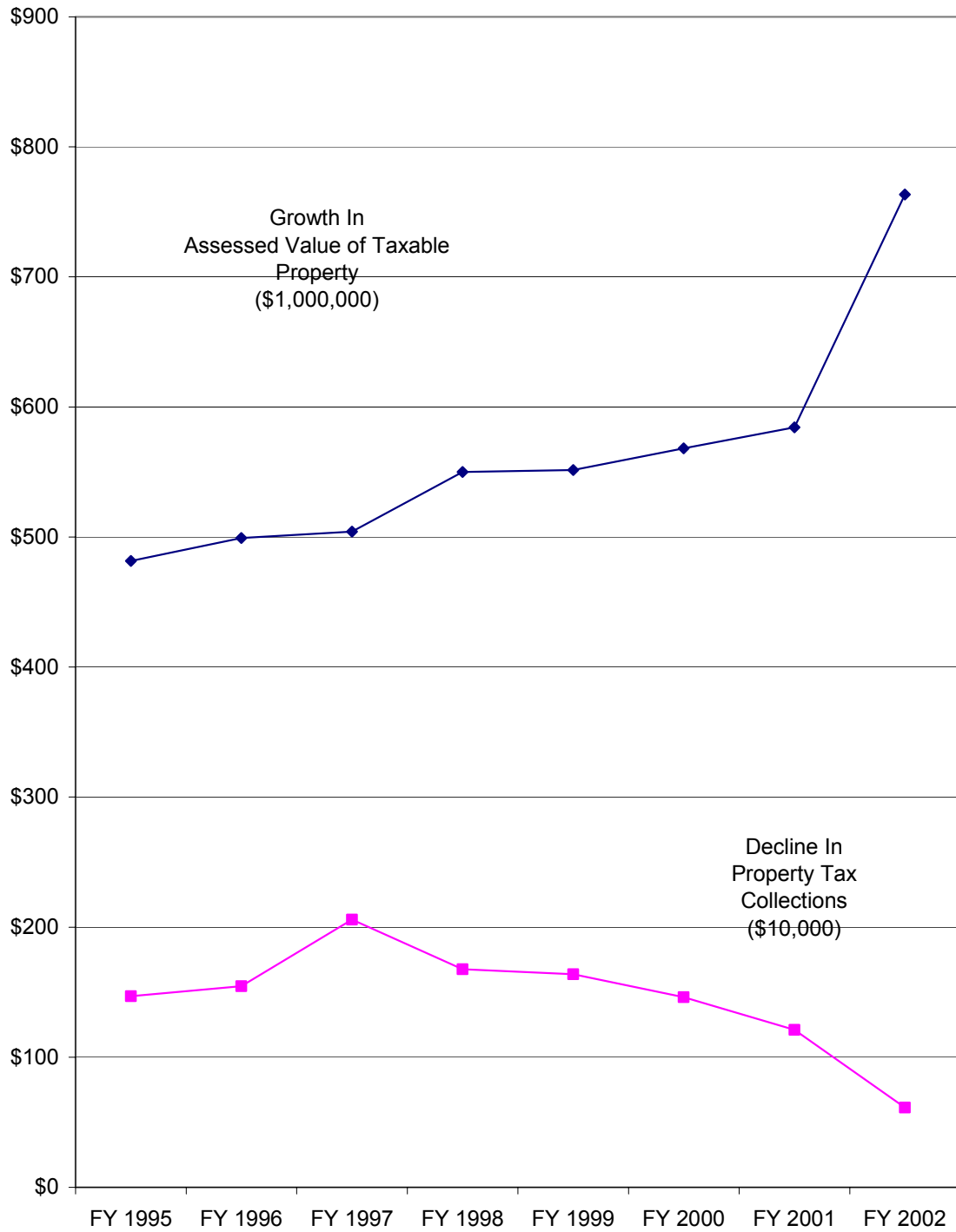
**FY 2003 Adopted Property Tax Rates**

Property Category	Tax Rate (per \$100 assessed valuation)	Assessment Ratio
Real Estate	\$0.03	100%
Mobile Homes	\$0.00	100%
Tangible Personal Property – General	\$1.00	100%
Tangible Personal Property – Handicapped	\$0.00	100%
Motor Homes, Campers and Boats	\$0.00	100%
Machinery and Tools	\$1.00	100%
Business Personal Property & Computers	\$1.00	100%

**Ten Year History of Property Tax Rates (per \$100 of assessed value)**

Tax Year	Town of Warrenton		Fauquier County	
	Real Estate	Personal Property	Real Estate	Personal Property
2003	0.03	1.00	.96	4.65
2002	0.05	1.00	1.06	4.65
2001	0.115	2.25	1.06	4.65
2000	0.14	2.25	1.06	4.65
1999	0.17/0.14	2.25	1.06	4.65
1998	0.18	2.25	1.03	4.65
1997	0.18	2.40	1.03	4.70
1996	0.18	2.50	1.03	4.80
1995	0.18	2.50	0.93	4.90
1994	0.18	2.50	0.93	4.20

### Growth in Property Tax Assessments/Decline in Property Tax Revenues



The above chart illustrates the growth in the Town's real and personal property tax base as well as the overall decline in tax revenues resulting from 5 consecutive years of lowered tax rates. Even with the overall decline in real estate values experienced regionally in 1991, it is clear the Town has enjoyed steady growth in property assessments over the last decade. While general property tax revenues account for 8% of General Fund revenue in FY 2003, down significantly from the 23.7% in FY 2001, the Town continues to be conservative in its annual budgetary estimates.

In projecting real estate property tax revenues, the Town relies on assessed value projections prepared by Fauquier County that uses the following factors in determining property values:

- previous year's tax base
- cumulative values of all property reassessed during the year
- estimates of new construction

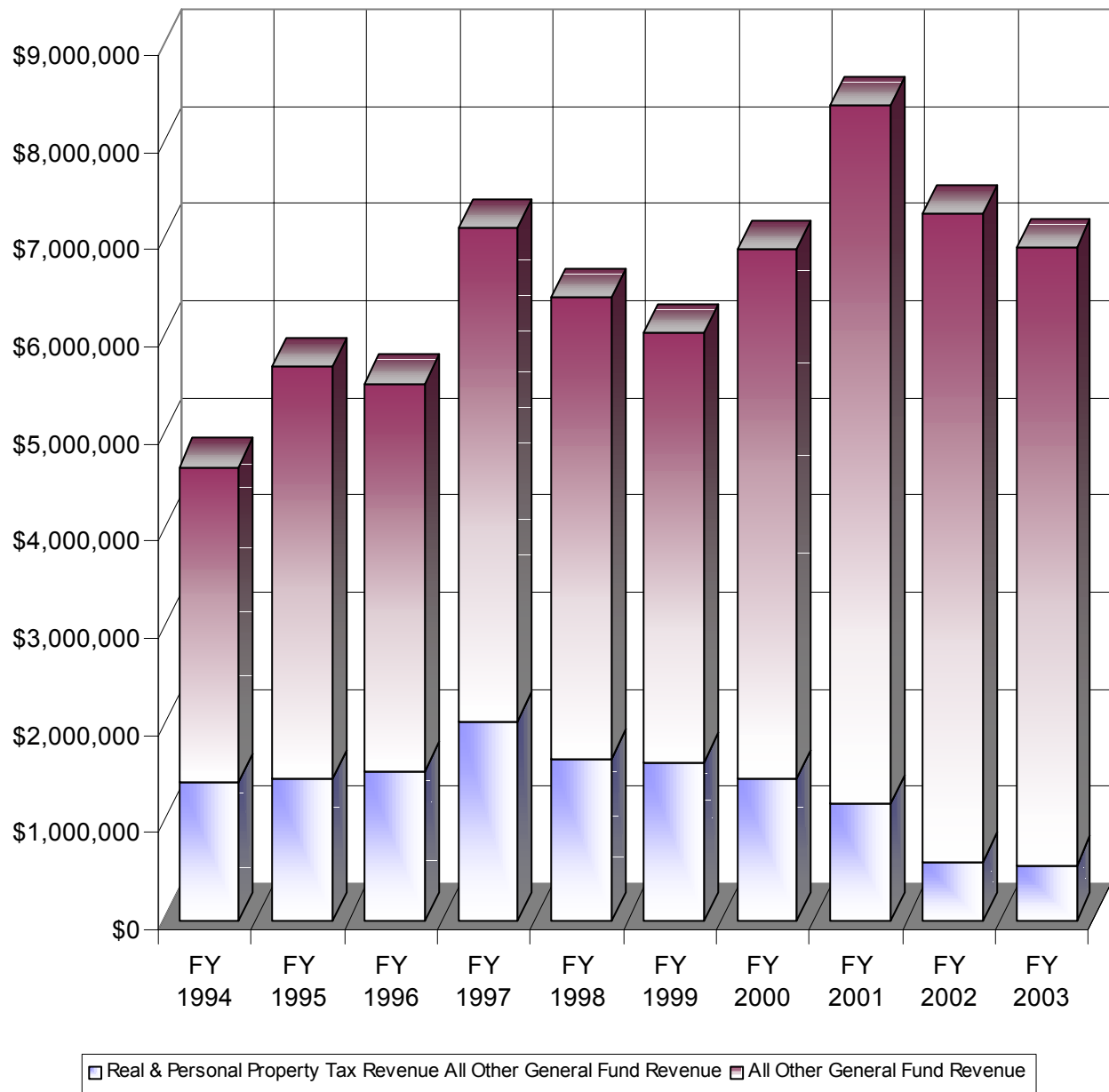
**Growth in New Construction – FY 1997-FY 2003**

	FY 2002		FY 2001		FY 2000		FY 1999		FY 1998	
	# of Per mits	Dollar Value	# of Per mits	Dollar Value	# of Per mits	Dollar Value	# of Per mits	Dollar Value	# of Per mits	Dollar Value
Commercial - New Construction	13	\$ 10,173,388	2	\$ 2,279,688	5	\$ 721,000	5	\$ 4,111,540	4	\$ 889,630
Commercial - Alterations	81	3,521,584	74	2,373,638	71	2,428,346	69	2,820,320	82	2,018,828
Residential - New Construction	199	29,957,000	148	16,091,650	92	8,772,300	80	7,886,000	69	6,910,225
Residential - Alterations	210	1,797,635	207	2,801,690	136	777,820	106	773,481	116	906,168
School Construction & Alterations	4	45,678	5	75,750	10	1,651,679	9	7,909,242	4	93,227
Hospital Alterations	5	32,370,596	5	1,043,703	5	84,224	6	1,452,990	4	186,915
<b>Totals</b>	<b>512</b>	<b>\$ 77,865,881</b>	<b>441</b>	<b>\$ 24,666,119</b>	<b>319</b>	<b>\$ 14,435,369</b>	<b>275</b>	<b>\$ 24,953,573</b>	<b>279</b>	<b>\$ 11,004,993</b>

In projecting personal property tax revenues, the Town adds prior years total assessments and factors in growth estimates based upon historical trends. Additionally, over the past decade the Town has averaged collecting approximately 97.4% of all general property taxes assessed.



## Reliance on Real Estate & Personal Property Tax Revenue – General Fund



Real Estate Assessed Values

**Taxable Property Values - Real Estate**

<b>Tax Year</b>	<b>Land Value</b>	<b>Building Value</b>	<b>Total Value</b>	<b># of Parcels</b>
1990	170,340,100	220,774,500	391,114,600	2,696
1994	186,852,600	242,659,100	429,511,700	2,932
1995	186,140,800	251,452,700	437,593,500	2,942
1996	186,146,600	264,468,300	450,614,900	2,933
1997	186,079,300	273,077,800	459,157,100	2,977
1998	189,419,600	287,366,000	476,785,600	3,055
1999	189,643,600	298,531,900	488,175,500	3,124
2000	193,323,200	309,801,400	503,124,600	3,231
2001	196,117,800	322,067,300	518,185,100	3,310
2002	251,909,000	431,070,200	682,979,200	3,641

**Exempt Value of Properties - Real Estate**

<b>Tax Year</b>	<b>Land Value</b>	<b>Building Value</b>	<b>Total Value</b>	<b># of Parcels</b>
1990	16,365,900	64,631,158	80,997,058	112
1994	22,173,000	86,589,300	108,762,300	146
1995	21,796,200	86,589,700	108,385,900	151
1996	23,355,200	89,182,200	112,537,400	172
1997	24,304,100	91,496,600	115,800,700	175
1998	26,909,100	105,428,400	132,337,500	178
1999	27,644,300	107,210,000	134,854,300	180
2000	27,933,700	111,918,100	139,851,800	184
2001	28,054,100	120,795,700	148,849,800	181
2002	41,831,600	130,273,100	172,104,700	179

Source: Fauquier County Commissioner of Revenue

<b>General Fund Sources of Revenue</b> <b>Other Local Taxes</b>
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**FY 2003 Adopted Tax Rates & Budgeted Revenues**

<b>Revenue Description:</b>	<b>Local Sales Tax</b>
<b>FY 2003 Estimate:</b>	<b>\$238,000</b>

The Town of Warrenton and Fauquier County levy a 1% local sales tax as allowed by State law. These revenues are collected by the Commonwealth of Virginia Department of Taxation along with the 3.5% state sales and use tax. Fauquier County receives 50% of local sales tax collections with the remaining 50% split between the County and Incorporated Towns based on the number of school aged children in each locality. Revenue estimates are based on prior year's receipts and projected increases in retail sales based on historical trends and State revenue budget projections. Local sales tax revenue account for 3.4% of the Town's general fund budget.

<b>Revenue Description:</b>	<b>Consumer Utility Taxes</b>
<b>FY 2003 Estimate:</b>	<b>\$910,000</b>

The Town levies a consumer tax on telephone utilities as follows:

Residential	20% of the first \$15 monthly bill.
Commercial/Industrial	20% of the first \$100 monthly bill.

The Town levies a consumer tax on electric utilities as follows:

Residential	20% of the minimum monthly charge imposed plus \$.0158865 for each kilowatt-hour delivered. Maximum monthly tax is \$3.00.
Commercial/ Industrial	20% of the minimum monthly charge imposed plus \$.015009 for each kilowatt-hour delivered. Maximum monthly tax is \$20.00.

The Town levies a consumer tax on natural gas utilities as follows:

Residential	20% of the minimum monthly charge imposed plus \$.186 for each CCF delivered. Maximum monthly tax is \$3.00.
Commercial/Industrial	20% of the minimum monthly charge imposed plus \$.15566 for each CCF delivered. Maximum monthly tax is \$20.00.

Revenue estimates are based on prior year's revenues and adjusted in accordance with estimated population charges. Consumer utility taxes are a significant source of revenue for the Town growing steadily over the past decade to its current 13.1% contribution to total general fund revenue.

**Revenue Description: Business, Professional, Trade or Occupational License (BPOL)**  
**FY 2003 Estimate: \$750,000**

The Town requires every business located within the corporate limits to pay an annual license tax based upon the business's prior calendar year gross receipts. Businesses are taxed at varying rates based on classifications developed by the State:

**Town of Warrenton Business, Professional, Trade or Occupational License (BPOL) Tax Rates FY 2003**

<b>Business Category</b>	<b>FY 2003</b>	<b>FY 2001</b>	<b>FY 2001</b>	<b>Maximum Allowed by State Law</b>
Business, personal & repair services	18.70¢	18.70¢	18.70¢	36.00¢
Contractors	8.50¢	8.50¢	8.50¢	16.00¢
Professional, financial & real estate services	29.75¢	29.75¢	29.75¢	58.00¢
Retail	10.00¢	11.90¢	11.90¢	20.00¢
Wholesale	4.25¢	4.25¢	4.25¢	5.00¢

While this tax and the associated revenue is closely tied to the success of the business community, the actual revenue received over the past ten years has been relatively stable amounting to a significant portion of the General Fund Budget. Beginning in FY 2000, with a 15% across the board decrease in the BPOL tax rates mandated by Council, followed in FY 2001 with an additional 13% reduction in the retail tax rate, the Town continues to place less reliance on this revenue source. Revenue estimates are developed focusing on prior year's receipts, rate changes and general economic trends.

***Growth In Business License Revenues***

<b>Fiscal Year</b>	<b>Total General Fund Budget</b>	<b>Total BPOL Budgeted Revenues</b>	<b>% of Budget derived from BPOL Revenues</b>
2003	\$6,926,668	\$750,000	10.80%
2002	\$6,042,876	\$644,298	10.66%
2001	\$5,868,027	\$550,008	9.37%
2000	\$5,712,553	\$595,000	10.42%
1999	\$5,909,277	\$700,000	11.85%
1998	\$5,750,321	\$641,000	11.15%
1997	\$5,649,141	\$561,000	9.93%
1996	\$5,923,658	\$568,504	9.60%
1995	\$4,734,308	\$560,000	11.83%
1994	\$4,418,544	\$520,000	11.77%

**Revenue Description:**  
**FY 2003 Estimate:**

**Franchise Fee Utilities**  
**\$107,200**

In prior years, The Town levied a franchise fee on all public utilities providing services to Town Citizens. Effective January 1, 2001, the franchise fee for electric and natural gas utilities became known as the “local consumption tax” due to state law changes, and is in lieu of the gross receipts tax previously imposed by localities on public utilities. Annual budget estimates are based on historical data and account for 1.6% of general fund revenues. The full impact on general fund revenues due to the change in the basis of the electric and natural gas tax being changed from gross receipts to consumption has not been determined.

The FY 2003 tax rate for the local electric utility consumption tax, as set by the Commonwealth is:

<b>Level of Consumption</b>	<b>Tax Rate</b>
First 2,500 kWh delivered	\$0.00038 per kWh
Over 2,500 but less than 50,000 kWh	\$0.00024 per kWh
In excess of 50,000 kWh	\$0.00018 per kWh

The FY 2003 tax rate for the local natural gas utility consumption tax, as set by the Commonwealth is \$0.004 per 100 cubic feet (CCF) delivered per month on the first 500 CCF.

The FY 2003 gross receipts tax on telephone utilities remains at one-half of one percent of the gross receipts.

**Revenue Description:**  
**FY 2003 Estimate:**

**Motor Vehicle Licenses**  
**\$120,000**

The Town requires a motor vehicle decal to be placed on all motor vehicles garaged in the Town as proof of payment of personal property taxes. Annual budget estimates are based on historical data and account for 1.8% of general fund revenues for FY 2003.

**Revenue Description:**  
**FY 2003 Estimate:**

**Bank Stock Tax**  
**\$375,000**

The Town levies a tax on the net capital of all banks located within the corporate limits at the rate of 80% of the State's franchise tax rate. The Town's current rate is 80¢ per \$100 of net capital. Annual budget estimates are based on historic data and have increase steadily over the last three fiscal years to account for nearly 5.5% of FY 2003 General Fund revenues.

**Revenue Description:**  
**FY 2003 Estimate:**

**Meals & Transient Occupancy Tax**  
**\$1,209,568**

The Town levies a 4% local tax on meals and lodging. A significant source of revenue, representing 17.5% of FY 2003 General Fund budget, is largely dependent on the regional travel and tourism economy. Collected for the first time in FY 1987, revenues have been consistent, often showing a direct relation to general economic fluctuations. FY 2003 revenues are estimated conservatively with emphasis on historical trends and current economic projections. However, it is clear that the reliance on this revenue source as a percentage of local government revenues have increased.

**Revenue Description: Cigarette Tax**  
**FY 2003 Estimate:**

**\$218,000**

The Town levies a local tax on all cigarettes sold within the corporate limits. The FY 2003 tax rate is 7.5 mills (.0075¢) per cigarette or 15¢ per packet. First levied in FY 1992, revenue has been consistent despite a tax rate increase in FY 1995. In FY 2003, cigarette tax revenues are expected to account for 3.2% of all General Fund revenues.

Note: All local taxes levied are specifically authorized under the laws of the Commonwealth of Virginia at varying allowable levels.

**General Fund Sources of Revenue**  
**Other**

The balance of General Fund revenues for FY 2003 equal \$2,420,759 or 34.9% of total General Fund revenues. These revenue sources consist primarily of reimbursements, aid or grants from the Commonwealth of Virginia and Federal Government, fines, investment income and miscellaneous user fees. The previous Governmental Revenues by Source detail section of this document contains historical data for the last decade for each line item.

**Revenue Description:** **Permits, Fees & Licenses**  
**FY 2003 Estimate:** **\$131,560**

This revenue source consists primarily of user and permit fees for building or planning related items. The Town recently adopted a new fee schedule based upon an internal study of similar fees charged by other jurisdictions within the Commonwealth. Prior year actual receipts are used as a basis for budget estimates adjusted according to estimates of building activity in conjunction with any changes in established rate schedules.

**Revenue Description:** **Fines & Forfeitures**  
**FY 2003 Estimate:** **\$77,000**

Court Fines & Forfeitures are traffic, civil and criminal fines received from General District and Circuit Courts. Parking Fines are those assessed by the Town Police Department and collected by the Town.

**Revenue Description:** **Revenue from Use of Money/Property**  
**FY 2003 Estimate:** **\$203,150**

Interest and investment revenue fluctuates with the general economy and the level of the Town's cash balance. The slight increase in this revenue line item for FY 2003 continues to reflect a conservative history of estimating this item, a projected slight decrease in interest and investment yields and the reduction in cash reserves due to planned use in upcoming construction projects. Rental Income from lease of General Fund property is reflected in this line item and based upon current lease agreements.

**Revenue Description:** **Miscellaneous Revenue**  
**FY 2003 Estimate:** **\$42,300**

This revenue category consists primarily of recycling income, recovered costs, revenue from sale of plastic trashcan liners and sale of miscellaneous material and supplies. Estimates are based on historical data and reflect a small increase for FY2003.

**Revenue Description:** **Non-Categorical Aid**  
**FY 2003 Estimate:** **\$593,368**

Receipts from the Commonwealth that are not earmarked for a particular program are grouped in this category. For FY 2003, this revenue sources consists of the following items:

ABC Profits	\$17,000
Motor Vehicle Rental Tax	55,000
Rolling Stock Tax	65
PPTRA Revenue	521,303
Total Non-Categorical Aid	\$593,368

ABC profits consist of the Town's share of the Virginia Department of Alcohol Beverage Control profits. A 5% tax on short-term vehicle rentals are collected by the Virginia Department of Motor Vehicles and then returned to the locality in which the rental took place. Rolling Stock taxes are levied on railroads with rail lines located within the corporate limits.

The majority of non-categorical aid consists of reimbursements under the 1998 Personal Property Tax Relief Act. Beginning in 1998, personal property tax on qualified vehicles valued at \$1,000 was eliminated. Also beginning in 1998 the percentage of personal property tax to be eliminated was to be phased in from 1998 to 2003, when the tax on qualified vehicles will be eliminated. Localities receive the full value of the tax eliminated from this act directly from the Commonwealth as opposed from the taxpayer. The current estimate of personal property tax on qualified tax to be eliminated in FY 2003 is 70% (70% rate proposed for the second year).

Estimates for non-categorical aid are based on State budgetary forecasts provided to local governments.

**Revenue Description:  
FY 2003 Estimate:**

**Categorical Aid  
\$927,625**

This revenue category reflects all grants and reimbursements due from the Commonwealth and Federal Government that are to be expended by the locality for specific programs. Dollar amounts in this category are based on specified reimbursement rates and previously approved grants and vary from year to year based upon program availability and established reimbursement rates. Estimates in all categories are at FY 2002 levels or decreased, based on preliminary estimates from the Commonwealth. FY 2003 items include:

DCJS Law Enforcement Grant	\$140,622
Street & Highway Maintenance	682,953
Litter Control	2,500
Distribution of Fire Programs	7,000
Virginia Commission for the Arts	5,000
Loudoun Transit	80,000
Miscellaneous Grants	9,550
Total Categorical Aid	\$927,625



**Revenue Description: Non-Revenue Receipts**  
**FY 2003 Estimate:**

**\$445,756**

Transfers from Reserves are a use of prior fiscal years reserves for future projects. Economic Development reserves are being used to help the Visitor Center/Chamber of Commerce project since this is an economic development (tourism) type project and for the purchase of a new radio system for the Police Department.

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<b>Function:</b>	<b>Governmental</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	

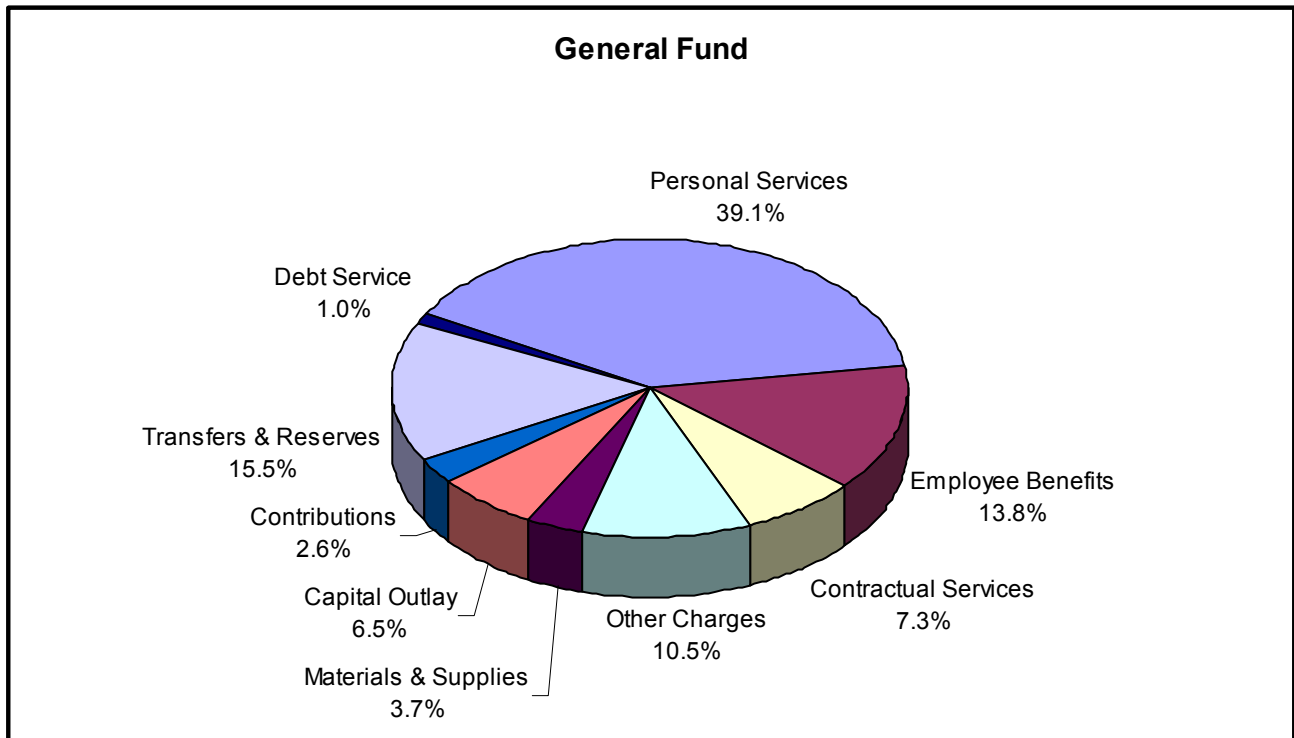
### Program Description

The General Fund accounts for all revenue and expenditures applicable to the general operations of the Town that are not accounted for in other funds.

### Manager's Message

The General Fund is a budget supported by local tax revenues, locally generated fees and, to a certain extent, state reimbursements used to support functions which governments are typically expected to provide to their citizens. This budget represents expenditures of \$6,926,668 for FY 2003, an increase of \$27,423 or less than 1% over the current fiscal year.

### FY 2003 Appropriations At A Glance



## Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$2,494,834	\$2,684,927	\$2,630,802	\$2,707,685	\$22,758
Employee Benefits	848,609	936,455	831,609	958,726	22,271
Contractual Services	621,782	549,265	508,031	504,260	(45,005)
Other Charges	750,758	776,879	591,708	727,511	(49,368)
Materials & Supplies	138,818	169,615	116,096	254,006	84,391
Capital Outlay	418,776	418,629	523,606	449,960	31,331
Contributions	153,912	174,950	94,003	183,650	8,700
Transfers & Reserves	0	1,122,634	0	1,072,949	(49,685)
Debt Service	59,963	65,891	65,919	67,921	2,030
Total	\$5,487,452	\$6,899,245	\$5,361,774	\$6,926,668	\$27,423

## Personnel Summary

Full Time	63.1	63.1	63.1	63.1	0.0
Part-Time	10.5	10.5	10.5	10.5	0.0
Total	73.6	73.6	73.6	73.6	0.0

<b>Function:</b>	<b>Legislative</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Town Council</b>

### **Program Description**

The Council of the Town of Warrenton consists of seven Council members and an independently elected Mayor who serve four-year overlapping terms. All legislative powers of the Town are vested in the Town Council. The Mayor of Warrenton presides over the meetings of Council, but does not vote in the Council meetings except in the case of a tie.

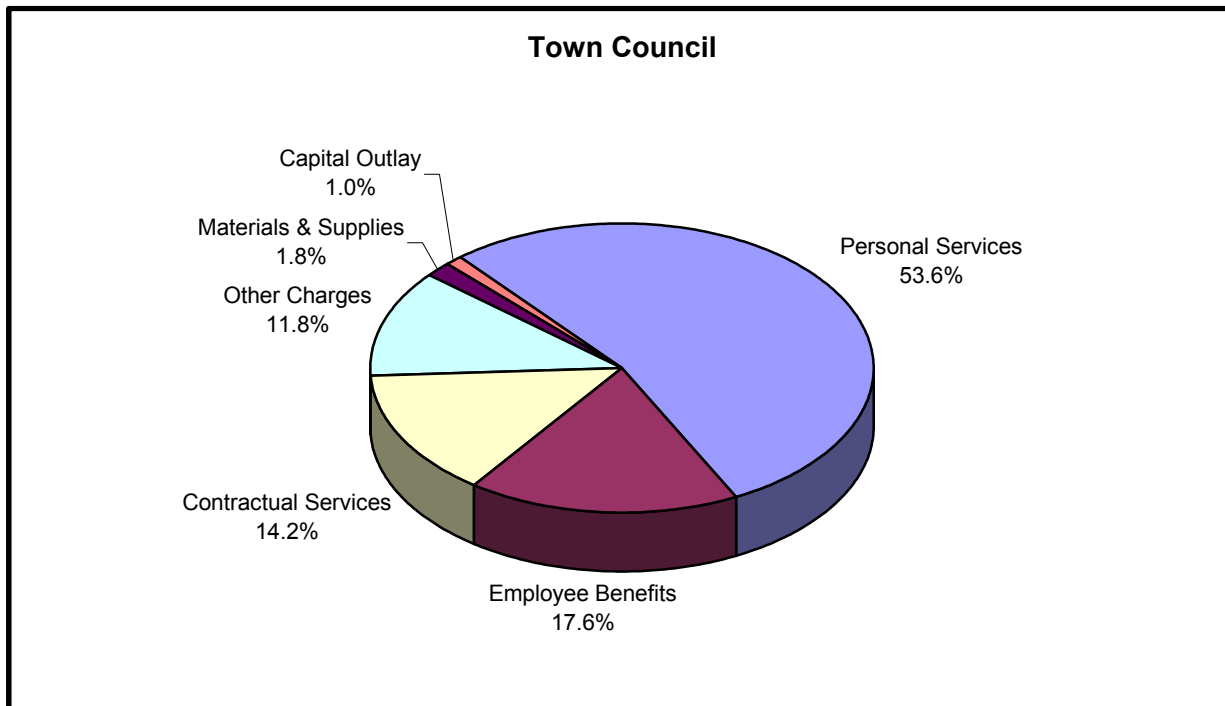
The Council is charged, under the laws of the Commonwealth of Virginia and the Town Charter, to determine the needs of the citizenry and the best way to respond to them and to establish the ordinances, policies and budgets which determine the kind, manner and cost of services to be delivered.

### **Manager's Message**

The FY2003 budget for operating expenses for the Town Council is at a level of \$95,484, a decrease of \$1,832 over the current year, or 1.4%. The decrease in the budget is due to reduction in frequency of publication for the Town's newsletter, which will become a quarterly publication. The budget includes \$600 for continuation of indexing of Council minutes and maintaining the Town Code on the Internet by Municipal Code Corporation. It should be noted that the Council took the first step in making all of the Council's minutes readily available to the public via the Town's web site two years ago. Continuation of funding for this endeavor will allow the Town to make Town information, managed by the Town Recorder, available to the public in electronic form.

The Council budget also includes funds for the Mayor and Council member's salaries and fringe benefits, fifty percent of the Town Recorder/Executive Secretary's salary and benefits, advertising costs for Council-related public hearings, travel expenses for elected officials to attend conferences and other typical operating expenses to support Mayoral and Council activities.

## FY 2003 Appropriations At A Glance



## Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$51,860	\$51,358	\$53,764	\$51,358	\$0
Employee Benefits	13,731	16,726	17,376	16,847	121
Contractual Services	17,721	13,245	36,704	13,630	385
Other Charges	10,520	14,087	10,343	10,899	(3,188)
Materials & Supplies	1,502	1,750	1,842	1,750	0
Capital Outlay	341	150	95	1,000	850
Total	\$95,675	\$97,316	\$120,124	\$95,484	(\$1,832)

## Personnel Summary

Full Time	0.5	0.5	0.5	0.5	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	0.5	0.5	0.5	0.5	0.0

### **FY 2003 Authorized FTE's**

<b>Position</b>	<b>Full Time Equivalent Employees (FTE's)</b>
Town Recorder/Secretary	.05
Total Authorized	.05

### **FY 2002 Significant Accomplishments**

- Successfully developed a “Working Draft” of “Our Guide to Policies, Plans, Decisions and Actions” during Council retreat held in June 2002.

### **FY 2003 Departmental Goals**

Councils Goals, or “Targets for Action 2002-2003” as developed during the Summer 2002 retreat are as follows:

- Utilities: Policy Direction
- Historic Preservation Ordinance: Evaluation, Revision
- Water/Sewer Rate: Evaluation, Direction
- Corridor Overlay Districts: Policy, Action
- Mosby Museum: Direction
- Public Information and Communication: Strategy, Action Plan
- Financial Policies: Review, Develop, Direction
- Long Term Financial Plan: Development
- Recreational Center/Complex: Overall Direction
- Citizen Involvement: Policy Direction, Strategy
- Infill Policy: Guidelines
- Zoning Ordinance: Development
- Connector “Highway” 211-17: Direction
- Parking: Evaluation and Plan
- Staff Retention Policy
- Town Attorney: Decision
- Traffic Flow Analysis and Plan
- Economic Development: Policy and Plan
- Police Staff and Compensation: Study and Plan
- Water/Sewer: Temporary Halt Policy for Outside Town, Beyond Current Commitments
- Tap Fee: Decision
- Tourism Enhancement Strategy
- Consolidation of Services: Evaluation
- Financial Audit (Comprehensive): Evaluation
- Tree/Landscape Ordinance
- Design Review: Enforcement
- Taxation Policy
- Lighting Ordinance: Evaluation, Revision
- Sign Ordinance: Evaluation, Revision
- Historic District: Expansion
- Hillside Protection Ordinance
- Boundary Adjustment Policy
- Town Hall: Study and Plan

- Parks and Recreation: Organization Structure, Direction
- North/Northeast Water/Sewer Policy
- South/West Water/Sewer Policy
- Wire Factory: Direction
- Employee Compensation: Evaluation, Direction
- Redirecting Town Organization Culture: Business Approach
- Health Insurance: Policy Direction
- Traffic Signals: Evaluation, Direction
- Communications (800mhz): Direction
- Technology Zone: Direction
- “Affordable Housing”: Evaluation

## **Performance Measurement Plan**

### ***Statement of Purpose***

To determine the needs of the citizenry and the best way to respond to them and to establish ordinances, policies and budgets that ensure these needs are met.

### ***Program Inputs***

FY 2003 Budget	\$95,484
FTE's	0.5

### ***Program Effectiveness Measures***

***Performance Target:*** Deliver all Council packages in accordance with time lines established in Council's bylaws.

***Monitor:*** Times and dates of delivery of Council packages.

***FY 2000 Results:*** All regular meeting Council packages (twelve monthly) and all special meeting Council packages were delivered in accordance with Council bylaws.

***FY 2001 Results:*** All regular meeting Council packages (twelve monthly) and all special meeting Council packages were delivered in accordance with Council bylaws.

***FY 2002 Results:*** All regular meeting Council packages (twelve monthly) and all special meeting Council packages were delivered in accordance with Council bylaws.



<b>Function:</b>	<b>General &amp; Financial Administration</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	

### **Program Description**

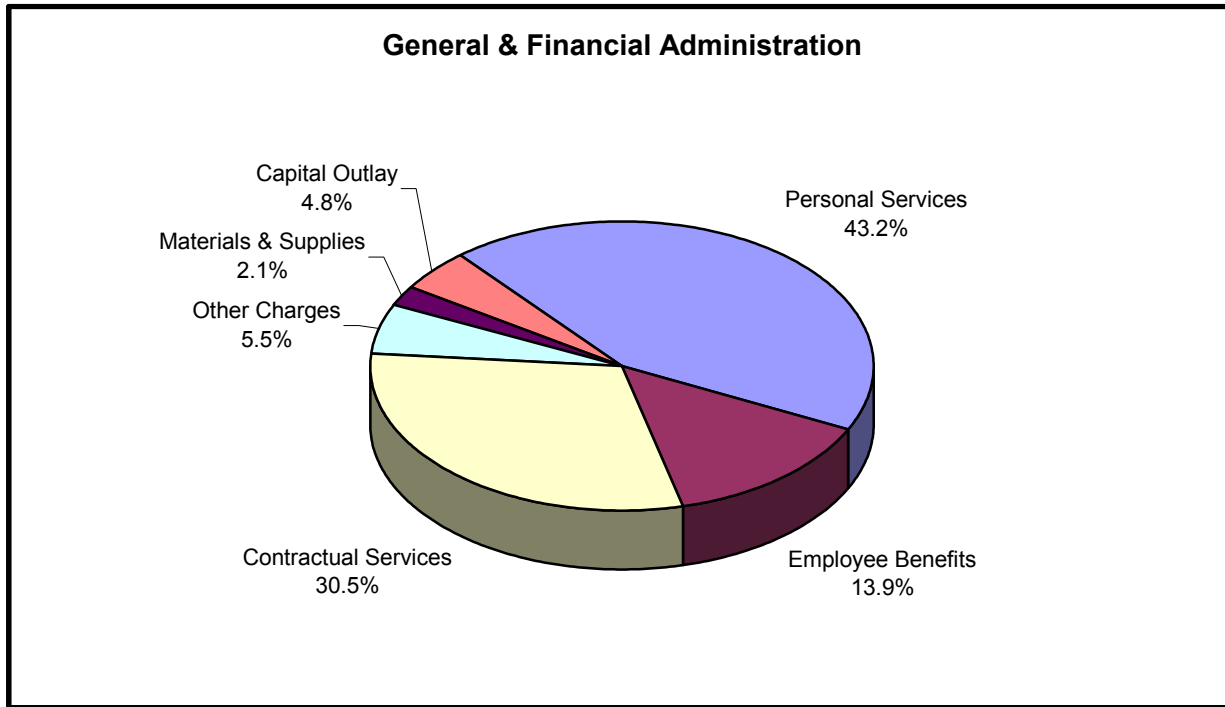
General & Financial Administration includes funding for operation of the Town Manager's Office, Department of Finance and Human Resources, the General Fund related activities of the Town Attorney's office, payments to the Board of Elections for conduct of Town elections and the General Fund portion of the Data Processing Department.

### **Manager's Message**

General & Financial Administration includes funding for daily operation of the Town Manager's Office, Department of Finance and Human Resources, General Fund related activities of the Town Attorney's office, payments to the Board of Elections for holding Town elections, Town memberships and dues and the General Fund portion of the Data Processing Department. Total expenditures in this category are \$714,679, an increase of \$23,889 over FY 2002. Line item increases are minor and are primarily related to personnel costs noted in the budgets introduction section. Departmental budgets in this function should be considered maintenance level budgets. Funding in the category represents 10.3% of the total General Fund budget for FY 2003.

No additional staff is budgeted for any department included in this function. Each departmental approved budget is summarized, briefly, in the text that follows.

## FY 2003 Appropriations At A Glance



### Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$284,045	\$314,389	\$336,434	\$308,786	(\$5,603)
Employee Benefits	107,521	108,484	98,460	99,472	(9,012)
Contractual Services	201,141	188,953	196,511	217,632	28,679
Other Charges	33,531	39,002	37,439	39,409	407
Materials & Supplies	12,423	15,900	10,797	14,800	(1,100)
Capital Outlay	33,407	24,062	24,884	34,580	10,518
Total	\$672,068	\$690,790	\$704,525	\$714,679	\$23,889

### Personnel Summary

Full Time	5.5	5.5	5.5	5.5	0.0
Part-Time	1.0	1.0	1.0	1.0	0.0
Total	6.5	6.5	6.5	6.5	0.0

<b>Function:</b>	<b>General &amp; Financial Administration</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Town Manager</b>

### **Program Description**

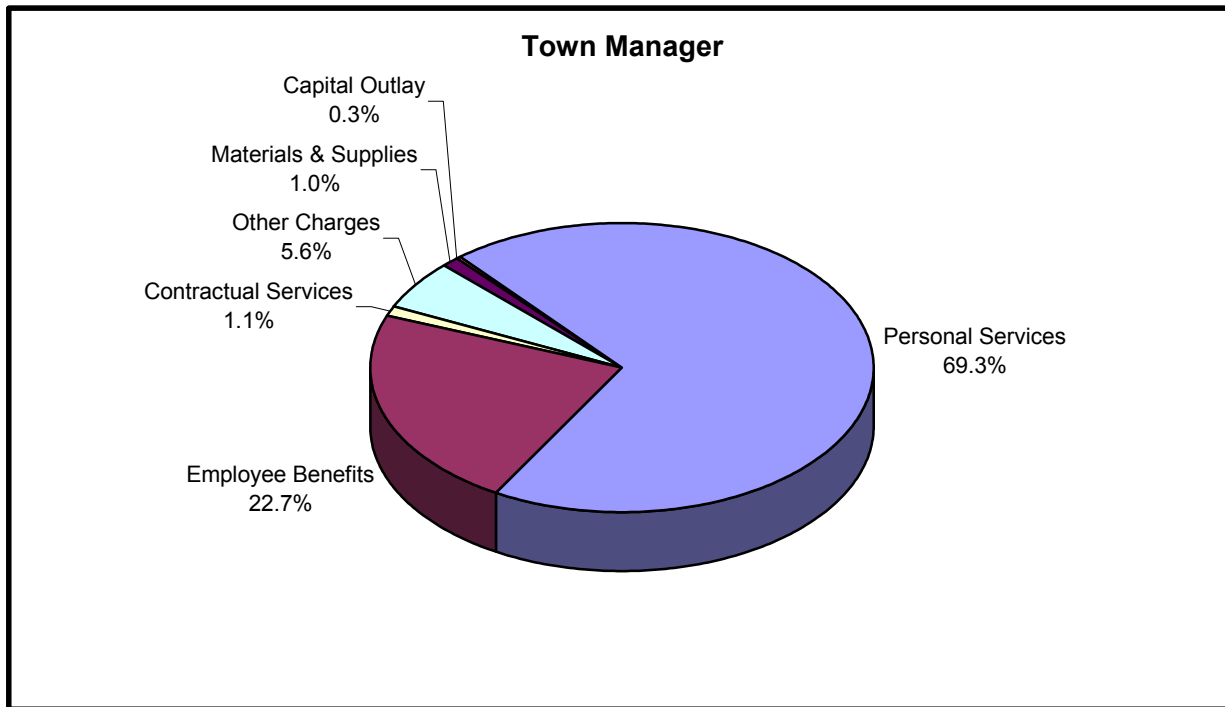
The Town Manager's office is comprised of a manager and an executive secretary that also serves as Town Recorder. The Town Manager is a charter-appointed position of the Town Council and is accountable directly to the Council. The functions the Manager carries out include the coordination of the functions of all departments in the Town of Warrenton, acting as the legislative liaison for Council, providing communication with other local governments, developing policy options for Council consideration and managing the day-to-day operations of the municipal government.

The Manager is charged with the responsibility for ensuring that the government functions smoothly on a daily basis and has responsibility and authority, as conferred upon him or her by Council. Over the past three years the workload in the manager's office has increased significantly but has remained manageable through advances and changes in technology. Council evaluates the Manager's performance annually when annual goals are set for the coming year. The Executive Secretary/Town Recorder is evaluated utilizing the Town's performance based evaluation system.

### **Manager's Message**

The Town Manager's budget for FY 2003 reflects a decrease of \$14,749 over the current fiscal year primarily because of the decrease in salary and benefits due to the hiring of a new Manager. The Manager's salary and benefits, as noted in prior budgets, are split with the Utilities Fund on an 80/20 basis based upon division of duties to those program areas. The Recorder's salary, as previously noted, is split with the Council budget on a 50/50 basis.

The remainder of the Town Manager's budget can be considered a maintenance level budget. Other expenditures continue funding for travel and training for the Recorder and Manager, as well as a continuation of general office expenses at previous levels of funding.



### Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$105,901	\$109,000	\$128,273	\$102,558	(\$6,442)
Employee Benefits	42,956	41,499	32,703	33,515	(7,984)
Contractual Services	1,011	1,480	1,246	1,630	150
Other Charges	8,468	8,696	9,339	8,223	(473)
Materials & Supplies	1,989	1,500	1,078	1,500	0
Capital Outlay	341	500	95	500	0
Total	\$160,666	\$162,675	\$172,734	\$147,926	(\$14,749)

### Personnel Summary:

Full Time	1.3	1.3	1.3	1.3	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	1.3	1.3	1.3	1.3	0.0

### FY 2003 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Town Manager	.8
Town Recorder/Executive Secretary	.5

Total Authorized	1.3
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### **FY 2002 Significant Accomplishments**

- Staged a Council retreat and organizational meetings.
- Appointment of Architectural Review Board members.

### **FY 2003 Departmental Goals**

- Utility Report – Review
- Water Treatment – Pilot Program
- Cedar Run Project Bid
- Mosby Museum/Visitor Center
- Recreation Complex: Master Plan
- Zoning Ordinance
- Greenbelt: Director
- Cemetery: Privatization (Direction)
- Budget Direction
- Capital Improvements: Direction
- Business Plan for Service
- Old Town Parking Study
- Water & Sewer Rate Study

### **Performance Measurement Plan**

#### ***Statement of Purpose***

To ensure all necessary information is provided in a timely fashion to the Council and the public. To ensure departments of the Town continually strive to meet Council established goals. To respond to citizen concerns and inquiries within a reasonable time.

#### ***Program Inputs***

FY 2003 Budget	\$147,926
FTE's	1.3

#### ***Program Effectiveness Measures***

***Performance Target:*** Respond to citizens' concerns within a reasonable time.

***Monitor:*** Return all phone calls within twenty-four hours of receipt, respond to mail inquiries within five days.

***FY2000 Results:*** The Town Manager's office received over five thousand (5,000) phone calls in FY 2000. It is estimated that 95% of all calls were responded to within the established twenty-four hour window.

The Town Manager's office also received approximately one thousand written and e-mail inquiries during the course of the year. It is estimated that 98% of these inquiries were responded to within the established 5 day window.

***FY2001 Results:*** The Town Manager's office received over five thousand two hundred (5,200) phone calls in FY 2001. It is estimated that 95% of all calls were responded to within the established twenty-four hour window.

The Town Manager's office also received over one thousand written and e-mail inquiries during the course of the year. It is estimated that 98% of these inquiries were responded to within the established 5 day window.

***FY2002 Results:*** The Town Manager's office also received over one thousand written and e-mail inquiries during the course of the year. It is estimated that 98% of these inquiries were responded to within the established 5day window.

***Performance Target:*** Expenditures for all departments shall be below those budgeted and revenues collected at or above estimated levels.

***Monitor:*** Year-end audit.

***FY2000 Results:*** Audited expenditures for all departments were at or below budgeted levels and audited revenues were at or above FY 2000 budgeted revenues.

***FY2001 Results:*** Audited expenditures for all departments were at or below budgeted levels and audited revenues were at or above FY 2001 budgeted revenues.

***FY2002 Results:*** Awaiting FY2002 audit

<b>Function:</b>	<b>General &amp; Financial Administration</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Legal Services</b>

### **Program Description**

The line of authority for the Town attorney and other related legal assistance for the Town of Warrenton is outlined in the Town Code. The attorney is clearly an employee of the Council, serving at Council's discretion. Over the years, the Council has chosen to contract out for legal services and has approved fees for service on an hourly basis as provided by the attorneys who are chosen to represent the Town.

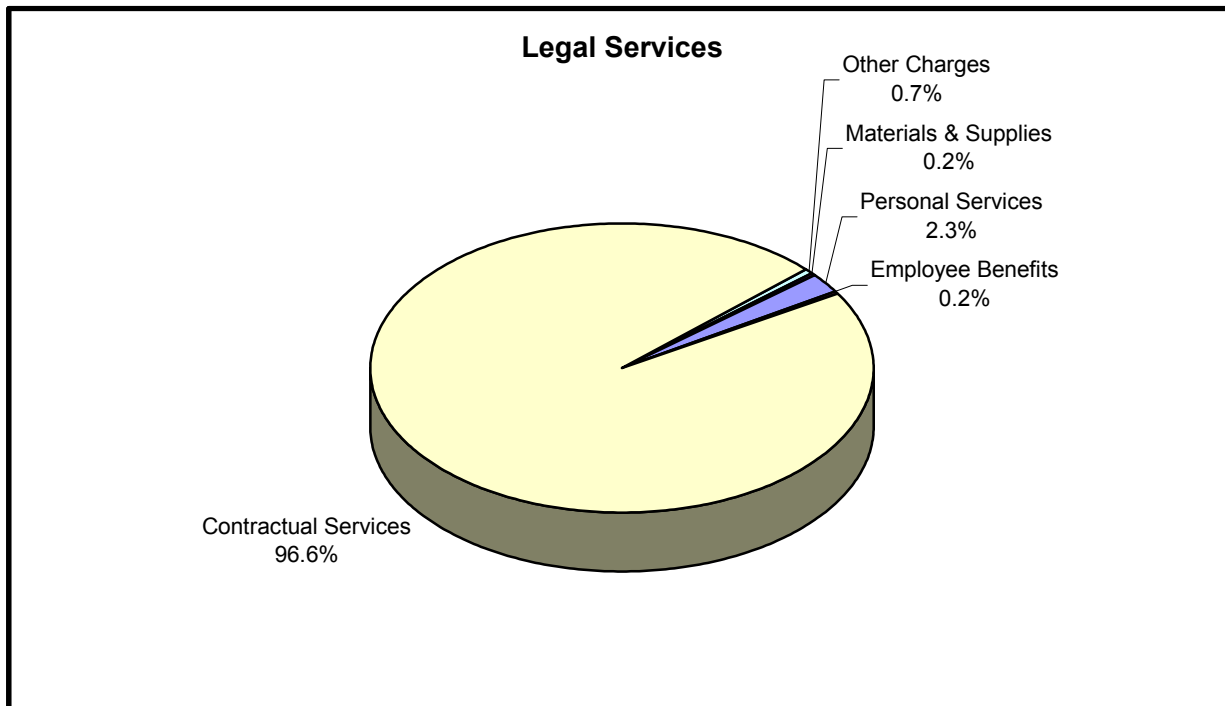
The Town Attorney advises Council and the Town staff on a wide range of legal issues that arise in the conduct of Town business such as personnel issues, ordinance drafting, property and right of way acquisition and land use and planning issues. The Assistant Town Attorney serves as a backup to the Town Attorney in these areas but primarily handles police matters including representing the Town in twice-monthly municipal court. In the past the Assistant Town Attorney has worked with the Board of Zoning Appeals, but due to conflict issues that arose, the service has been eliminated. Due to numerous legal issues that arose in the early 1990s, which resulted in litigation or which placed the Council in a reactive position in regard to several land use matters, the Council has chosen to take a proactive approach. The Council has tried to ensure that all appropriate bases are covered on new issues that arise so that the potential for future litigation will be minimized. This proactive approach resulted in legal fees increasing over the years with a peaking in Fiscal Year 1999 when the Council was involved in numerous issues of land purchase and litigation. Since that time, legal fees have stabilized and are returning to a lower expenditure level.

### **Manager's Message**

The legal services budget reflects basically the same level of funding as the current fiscal year. The department's funding remain static because it appears litigation actions may be reduced in the coming year and because the staff has been instructed to do more of the research prior to consulting the attorney. This directive, initiated in October 2000, while slowing some activities down and placing an additional burden on salaried staff, has resulted in a decline in monthly hours utilized.

Based upon the records kept by the Finance Department, the average amount of time spent by both attorneys on a weekly basis is approximately 20 hours per week throughout the year. The time spent by both attorneys is well below the amount of time that appears to demand the services of a full-time attorney, with support staff, services, and rented space.

## FY 2003 Appropriations At A Glance



## Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$2,400	\$2,400	\$2,400	\$2,400	\$0
Employee Benefits	184	190	184	190	0
Contractual Services	125,016	100,000	105,774	100,000	0
Other Charges	592	800	713	761	(39)
Materials & Supplies	316	200	0	200	0
Capital Outlay	0	0	0	0	0
<b>Total</b>	<b>\$128,508</b>	<b>\$103,590</b>	<b>\$109,071</b>	<b>\$103,551</b>	<b>(\$39)</b>

## Personnel Summary

Full Time	0.0	0.0	0.0	0.0	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>



**FY 2003 Authorized FTE's**

<b>Position</b>	<b>Full Time Equivalent Employees (FTE's)</b>
Total Authorized	0.0

**FY 2002 Significant Accomplishments**

Not applicable.

**FY 2003 Departmental Goals:**

Not applicable.

**Performance Measurement Plan*****Statement of Purpose***

To provide legal services to all departments within the Town.

***Program Inputs***

FY 2003 Budget	\$103,551
FTE's	0.0

***Program Effectiveness Measures***

To be established.

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<b>Function:</b>	<b>General &amp; Financial Administration</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Finance &amp; Human Resources</b>

**Program Description:**

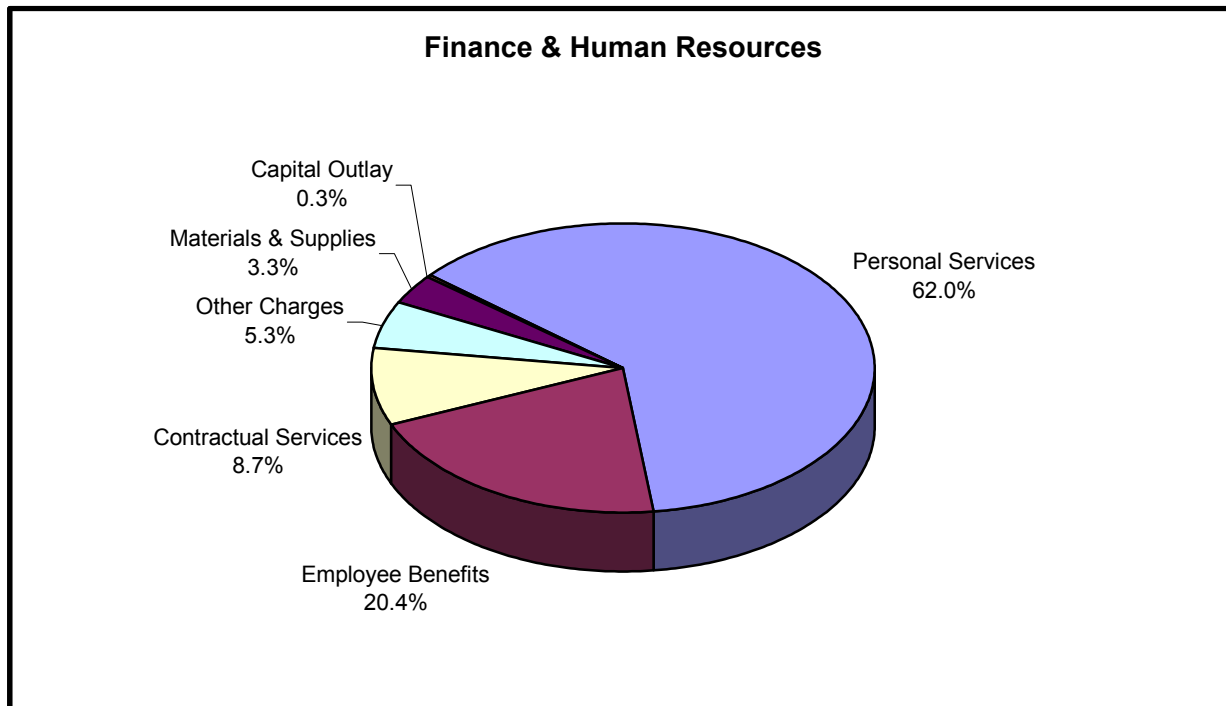
The Finance & Human Resources Department provides overall management and supervisory activities of the Town's financial operations. The department develops financial policy recommendations for the Town Manager and Council. It coordinates central systems development and administers the central computer system. The department provides general accounting and financial reporting services, prepares the Comprehensive Annual Financial Report (CAFR) and the annual budget, provides cash management and investments, coordinates capital financing, develops and administers personnel rules and regulation and administers the Town's data processing, purchasing and risk management functions. The staff also serves as the first point of contact with citizens either personally at Town Hall's reception desk or through monitoring of the Town's phone system.

**Manager's Message**

The Department of Finance and Human Resources budget shows an increase of \$4,646 over the current fiscal year primarily due to salary and fringe benefit increases for staff. Other changes proposed are the splitting of audit costs with the water and sewer fund (decrease for general fund portion), printing, and the increase in professional services for a consultant to perform a fixed asset survey and documentation in preparation of GASB34 implementation in fiscal year 2003.

Responsibilities of the department include tax billing and collection, preparation and collection of utility bills, personnel administration, benefits administration, investment of Town funds, accounts payable, administration of the cemetery records, and management of all Town-related financial records. With new national directives concerning governmental accounting set to be implemented in Fiscal Year 2003, the department will also be challenged to begin reorienting final records to reflect the required changes. The new directives will require government reporting to be more in tune with private sector accounting methods.

## FY 2003 Appropriations At A Glance



### Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$174,225	\$194,889	\$200,657	\$198,828	\$3,939
Employee Benefits	64,231	66,413	65,412	65,385	(1,028)
Contractual Services	25,898	26,450	23,870	27,955	1,505
Other Charges	15,568	16,560	15,922	17,040	480
Materials & Supplies	8,276	10,800	6,282	10,300	(500)
Capital Outlay	781	750	1,977	1,000	250
Total	\$288,979	\$315,862	\$314,120	\$320,508	\$4,646

### Personnel Summary

Full Time	4.2	4.2	4.2	4.2	0.0
Part-Time	1.0	1.0	1.0	1.0	0.0
Total	5.2	5.2	5.2	5.2	0.0

**FY 2003 Authorized FTE's**

<b>Position</b>	<b>Full Time Equivalent Employees (FTE's)</b>
Finance & Human Resources Director	0.8
Deputy Finance Director	0.7
Senior Accounting Clerks	0.7
Accounting Clerks	2.0
Part-Time Seasonal Clerk	1.0
Total Authorized	5.2

**FY 2002 Significant Accomplishments**

- Obtained Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the Town's Comprehensive Annual Financial Report (CAFR) for the period ending 6/30/01.
- Received GFOA Distinguished Budget Presentation Award for the FY 2002 budget document.
- Continued to develop and maintain a Departmental Task Manager to more clearly define individual responsibilities.
- Continued to develop and maintain a Departmental Yearly Planner designed to document and schedule workflow.

**FY 2003 Departmental Goals**

- Continue to apply for and receive GFOA Certificate of Excellence in Financial Reporting.
- Continue to apply for and receive GFOA Distinguished Budget Award.

**Performance Measurement Plan:*****Statement of Purpose***

- To provide outstanding customer service to the Finance Department's external customers (Town Citizens and suppliers) and internal customers (various Town departments and staff).
- To ensure the timely collection and disbursement of all Town funds according to the laws established by the Code of Virginia and the Code of the Town of Warrenton.
- To develop innovative and user-friendly methods to report the results of the Town's financial activities.

***Program Inputs***

FY 2003 Budget	\$320,508
FTE's	5.2

***Program Effectiveness Measures***

***Performance Target:*** Maintain an investment percentage, equivalent to 90% of liquid assets

***Monitor:*** Total liquid assets and % invested (monthly investment report)

***FY2000 Results:*** 98.85% of liquid assets invested.

***FY2001 Results:*** 98.60% of liquid assets invested.

***FY2002 Results:*** 98.75% of liquid assets invested.

***Performance Target:*** Collect 95% of all personal property taxes assessed

***Monitor:*** Total personal property taxes collected and total personal property taxes billed.

***FY2000 Results:*** We have collected 84.0% of all personal property taxes billed for 2000. We anticipate nearing our target by the end of the 2000 decal season (3/15/00) as many taxpayers wait until then to pay their personal property taxes.

***FY2001 Results:*** We have collected 85.2.0% of all personal property taxes billed for 2001. We anticipate nearing our target by the end of the 2001 decal season (3/15/01) as many taxpayers wait until then to pay their personal property taxes.

***FY2002 Results:*** We have collected 92.67% of all personal property taxes billed for 2002.

***Performance Target:*** Pay 95% of all Town vendors within the stated payment terms of net 30 days.

***Monitor:*** Tracking of invoices paid as delinquent.

***FY2000 Results:*** 99.99% of accounts current

***FY2001 Results:*** 99.99% of accounts current

***FY2002 Results:*** 99.99% of accounts current

***Performance Target:*** Received GFOA award for excellence in financial reporting.

***Monitor:*** Receipt of award.

***FY2000 Results:*** Received award for FY1999.

***FY2001 Results:*** Received award for FY2000.

***FY2002 Results:*** Received award for FY 2001.

***Performance Target:*** Received GFOA budget award for excellence in financial reporting.

***Monitor:*** Receipt of award.

***FY2001 Results:*** Received Award.

***FY2002 Results:*** Received Award.

***FY2002 Results:*** Received Award.

<b>Function:</b>	<b>General &amp; Financial Administration</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Town Memberships &amp; Dues</b>

### **Program Description**

The Department contains costs relating to Town-wide memberships and dues in professional organizations providing resources to local governments. Group memberships include the Virginia Municipal League, Virginia Innovation Group and the Institute of Government at the University of Virginia.

### **Manager's Message**

There is a small increase in the membership budget costs for the Town's participation in the Virginia Municipal League, a lobbying and technical assistance group based on their increase received after the FY2002 budget was adopted. The Virginia Innovation Group, an organization that keeps local governments apprised of technological changes and product improvements and the Virginia Institute of Government, an organization which provides direct technical assistance to Virginia local governments have not increased.

### **Appropriations At A Glance**

Not applicable.

### **Expenditure Summary**

	<b>Actual FY2001</b>	<b>Revised Budget FY2002</b>	<b>Actual 12 Months FY2002</b>	<b>Adopted Budget FY2003</b>	<b>Change</b>
Personal Services	\$0	\$0	\$0	\$0	\$0
Employee Benefits	0	0	0	0	0
Contractual Services	0	0	0	0	0
Other Charges	3,686	4,056	4,447	4,450	394
Materials & Supplies	0	0	0	0	0
Capital Outlay	0	0	0	0	0
<b>Total</b>	<b>\$3,686</b>	<b>\$4,056</b>	<b>\$4,447</b>	<b>\$4,450</b>	<b>\$394</b>

### **Personnel Summary**

Not applicable.

**FY 2003 Authorized FTE's**

Not applicable.

**FY 2002 Significant Accomplishments:**

Not applicable.

**FY 2003 Departmental Goals:**

Not applicable.

**Performance Measurement Plan:**

Not applicable.



<b>Function:</b>	<b>General &amp; Financial Administration</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Data Processing</b>

### Program Description

This department, or cost center, was established to provide accountability for data processing hardware & software support and maintenance costs. The department reflects expenditures for the General Fund only, while a portion of total data processing costs are allocated to the Water & Sewer Fund and charged to Water & Sewer Administration.

### Manager's Message

The budget for data processing, which covers all General Fund data processing costs, continues to demonstrate Council's commitment to provide the community's citizens with the most accurate information, as quickly and as efficiently as possible. As Council will recall, the following resolution in support of moving forward in this area was adopted by Council in 1995.

***WHEREAS**, the Town of Warrenton's mission statement recognizes that "In cooperation with [its] Citizens, the Town Of Warrenton is dedicated to provide for public safety, quality public services and a well-planned community, both now and in the future"; and*

***WHEREAS**, the Town Of Warrenton's value statement recognizes the importance of communication and the exchange of information between Town Government, its Citizens and other governmental and non-governmental bodies in achieving its mission; and*

***WHEREAS**, the modes of communication available to the town and the community are constantly evolving in search of better and more efficient ways to communicate and exchange information; and*

***WHEREAS**, the Warrenton Town Council has encouraged staff to enhance its current communications capabilities by supporting the installation of a local area network and an extensive upgrade of its current computer equipment; and*

***NOW THEREFOR, BE IT RESOLVED**, the Town Council for the Town of Warrenton, Virginia fully supports and encourages staff to explore and utilize new technology, including the use of and presence on the "information superhighway" as it becomes available, to enhance communications and the exchange of information between the Town of Warrenton, its Citizens and other governmental and non-governmental agencies.*

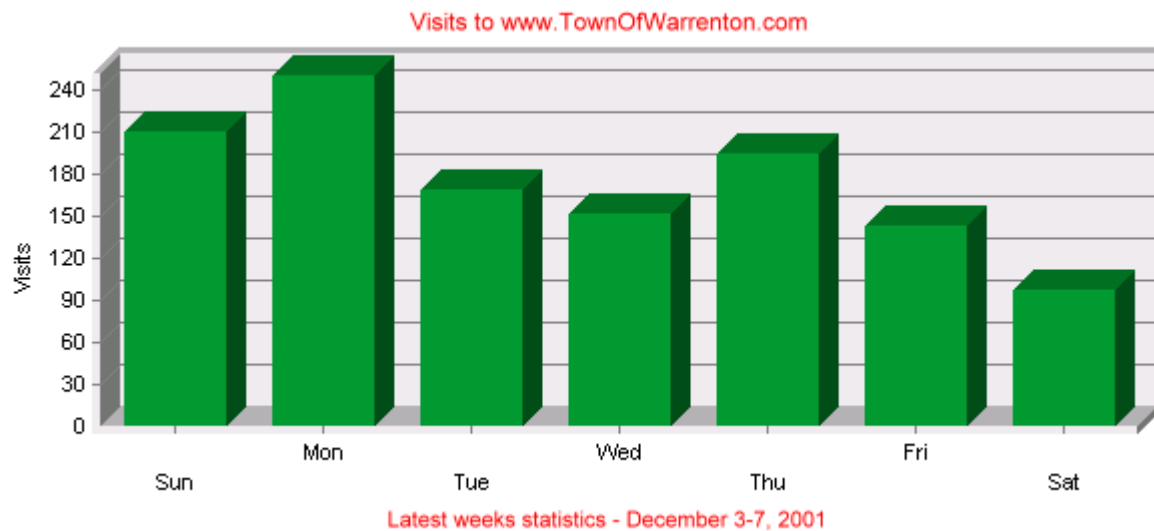
Consequently, staff has worked hard to meet the directives outlined in the above resolution.

The Town's Wide Area Network (WAN) has developed and matured into a practical, cost effective and efficient group of Local Area Networks (LAN). The industry "rule of thumb" for systems and network administrative support is 1 full time support person for every 100 network nodes. This is considered when there is an up-to-date and stable operating platform. The Town of Warrenton continues to be able to maintain the professional services budget by utilizing Finance staff to complete some of the tasks associated with operating the Town's networking

systems. This dual tasks personnel in justified full-time, non-IT slots and has an impact on the overall upkeep of IT systems. In FY2003, with a \$10,000 increase in the professional services line item for customizations to the financial software for Personal Property Tax Relief Act changes, the Town should be able to maintain the current system and carry out scheduled upgrades.

We continue to implement upgrades to our infrastructure. These implementations will continue to help with efficiencies at the user level and will increase communication with the constituency. Supporting these new capabilities within our infrastructure is critical and demands an increase over current levels of professional support. Along with the professional services to continue the Town's program is the necessity to upgrade the servers at Town Hall and Public Works, replace the network printer at Town Hall and contract support for Microsoft Software Assurance Program (2 year term under Virginia State Contract). This creates an increase in the furniture and fixtures line item of \$6,390.

Staff continues to focus on the enhancement and refinements for the Town's website. It is clear that the Town's website has become a very popular site since its debut this past June featuring many e-Gov applications. Since September 1, 2001, the Town has received 166 on-line payments, totaling nearly \$10,500.



Sixty-five individuals have logged on and created a personal portfolio to manage their utility, tax and decal accounts. While these numbers may appear small, the website receives, on average, 186 unique visits per day. It is anticipated that with more promotion, more citizens will take advantage of the many unique services offered on this site.

In addition to on-line payments, staff has received over 190 unique e-mail inquiries with questions relating to street light outages, refuse pickup schedules, utility rates and tax bills. Additionally, finance staff has been able to direct large real estate mortgage companies to monitor their mortgage loans using the Town's on-line profile method of managing real estate tax bills.

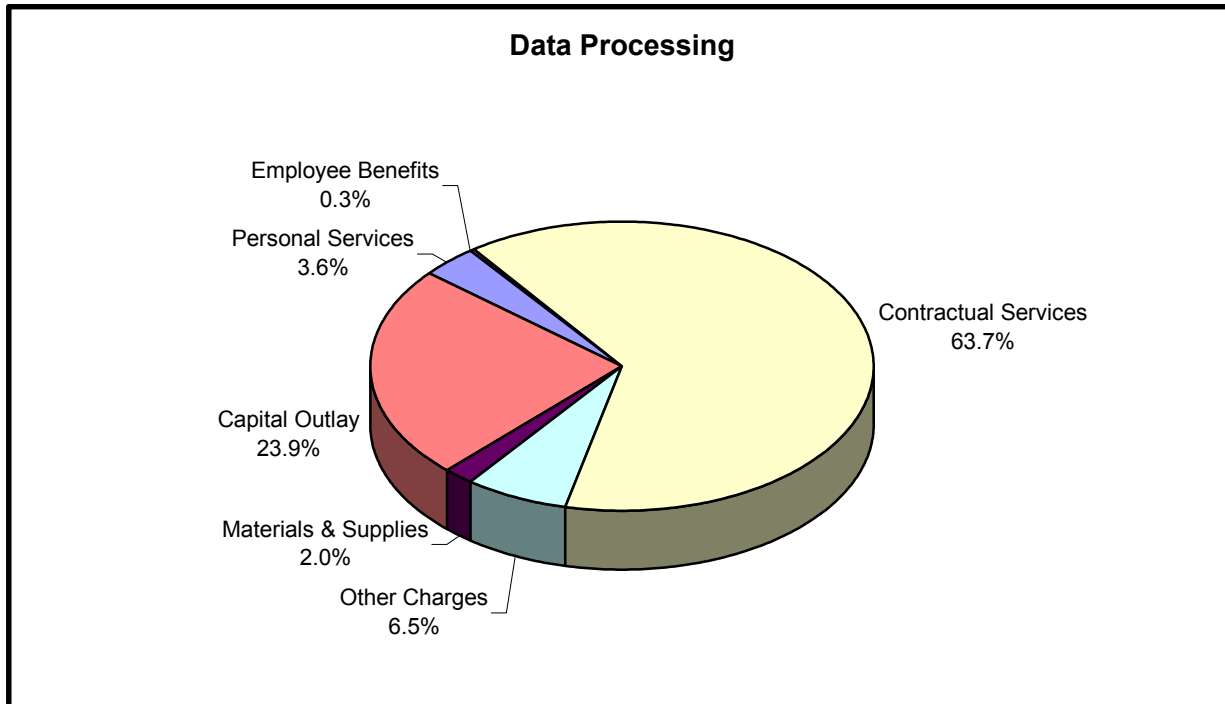
Currently, with a few mouse clicks, any Town Citizen or Business can access their utility account, personal property and real estate tax assessments and bills, vehicle decal and business license renewals 24 hours a day using the Town's secure server. These services are in themselves unique for a small Town to offer its citizens and businesses and it is clear from the statistics provided above that they are being well used.

All expenditures in these categories are matched on forty percent (40%) basis in the Utilities Department's budget.

As the Town and all organizations become more reliant on technology, there is a natural progression that occurs in regard to staff use of the technology provided and a continuing need to upgrade that technology as it

changes. It is believed that the Town, with the expenditures proposed in the FY 2003 budget, will be able to maintain a reasonable level of progress in this area that will allow for continued improvements in productivity of the Town's employees while "keeping current" with the progression of the data processing world.

### FY 2003 Appropriations At A Glance



### Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$1,519	\$5,000	\$1,578	\$5,000	\$0
Employee Benefits	150	382	161	382	0
Contractual Services	49,216	61,023	65,621	88,047	27,024
Other Charges	5,217	8,240	5,640	8,935	695
Materials & Supplies	1,842	2,200	2,559	2,800	600
Capital Outlay	32,285	22,812	22,812	33,080	10,268
Total	\$90,229	\$99,657	\$98,371	\$138,244	\$38,587

### Personnel Summary

Full Time	0.0	0.0	0.0	0.0	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0

### FY 2003 Authorized FTE's

<b>Position</b>	<b>Full Time Equivalent Employees (FTE's)</b>
Total Authorized	0.0

#### **FY 2002 Significant Accomplishments**

- Successfully coordinated professional services necessary to redesign the Town's website to include e-Gov applications with on-line bill paying capabilities.
- Upgraded the Town's e-mail client applications to Outlook 2000.
- Upgraded Backup Program and Implemented Centralized Tape System.
- Successfully developed and implemented Phase 1 of the Town's Intranet – My Pages.

#### **FY 2003 Departmental Goals**

- Maintain the Town's network using new and innovative tools and techniques.
- Continue staff training in network administration skills to reduce Town's reliance on outside consultants.
- Make available and encourage end users to take scheduled computer software training programs.

#### **Performance Measurement Plan**

##### ***Statement of Purpose***

To provide the tools and ensure their suitability for staff to explore and utilize new technology, to enhance communications and the exchange of information between the Town of Warrenton, its Citizens and other governmental and non-governmental agencies.

##### ***Program Inputs***

FY 2003 Budget	\$138,244
FTE's	0.0

##### ***Program Effectiveness Measures***

***Performance Target:*** Maintain network up status, defined as file, print, Internet and e-mail services of 95%, exclusive of scheduled maintenance downtime.

***Monitor:*** Track time network unavailable due to hardware/software problems.

***FY2000 Results:*** Early in FY2001, tracking of network interruptions became difficult due to extensive down time resulting from a change in Internet service Providers causing Internet and e-mail connectivity problems. Accordingly it is believed staff was unable to meet this performance target.

***FY2001 Results:*** Due to an improved and more stable network environment, staff has been able to achieve this performance target for the first ten months of FY 2001.

***FY2002 Results:*** Staff was able to achieve this target for FY 2002 with only minor, scheduled interruptions to print, file, mail, and Internet services resulting from hardware and software upgrades.

**Town of Warrenton  
FY 2003 Budget**

<b>Function:</b>	<b>Board of Elections</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Electoral Board</b>

**Program Description**

This department consists of all costs incurred to hold Town Council elections. Under the Code of Virginia, the Town is responsible for the costs associated with a municipal election and these are reflected as part of this budget based upon historical records and past experience.

**Manager's Message**

There are no expenditures in FY 2003 since no municipal elections will be held.

**Expenditure Summary**

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$0	\$3,100	\$3,526	\$0	(\$3,100)
Employee Benefits	0	0	0	0	0
Contractual Services	0	0	0	0	0
Other Charges	0	650	1,378	0	(650)
Materials & Supplies	0	1,200	878	0	(1,200)
Capital Outlay	0	0	0	0	0
Total	\$0	\$4,950	\$5,782	\$0	(\$4,950)

**Personnel Summary**

Full Time	0.0	0.0	0.0	0.0	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0

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<b>Function:</b>	<b>Public Safety</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	

### **Program Description**

The Public Safety budget includes financial support for the Police, Volunteer Fire and Inspections departments as well as funding for the Town's volunteer rescue squad.

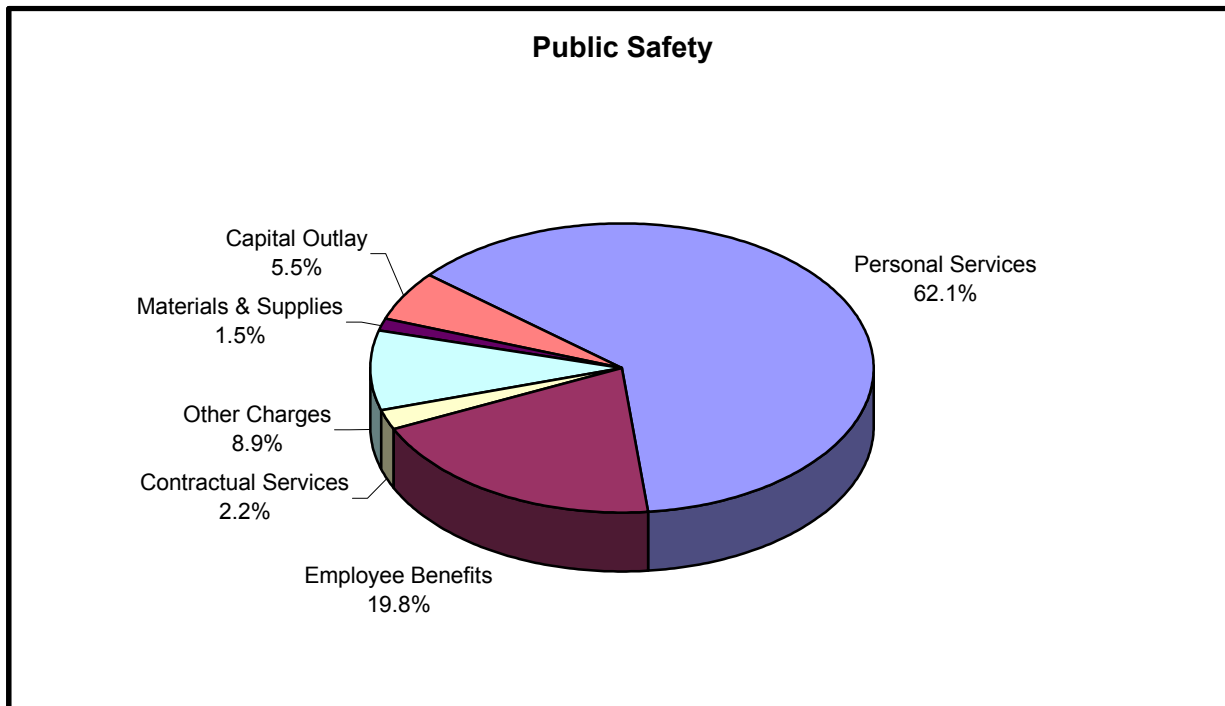
### **Manager's Message**

The Public Safety budget includes financial support for the Police, Volunteer Fire Department, the Town's Inspections departments as well as funding for the Town's Volunteer Rescue Squad. As such, expenditures in the amount of \$2,060,748 represents 29.7% of the total General Fund budget and have increased slightly over the current fiscal year.

There is concern as to the dependability of the Highland Development pass through revenue. Should the Highlands income fail to materialize the Fire Department and Rescue Squad will still receive the full appropriation and be unaffected by the loss in revenues. Any funds realized may be placed in General Fund revenues. The balances of the fire and rescue budgets are at level funding with the current fiscal year.

In addition, slight increases in both the Town's Police and Inspection Departments from the current fiscal year are included based upon increases in salary and the replacement of two police vehicle and one inspection vehicle. The balance of these budgets may also be considered maintenance level budgets.

## FY 2003 Appropriations At A Glance



## Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$1,145,449	\$1,241,993	\$1,212,074	\$1,280,359	\$38,366
Employee Benefits	361,403	402,872	366,188	407,799	4,927
Contractual Services	39,336	46,204	32,781	44,490	(1,714)
Other Charges	165,204	163,656	123,252	184,040	20,384
Materials & Supplies	27,341	31,445	25,625	30,010	(1,435)
Capital Outlay	199,292	46,126	35,997	114,050	67,924
Total	\$1,938,025	\$1,932,296	\$1,795,917	\$2,060,748	\$128,452

## Personnel Summary

Full Time	27.3	27.3	27.3	27.3	0.0
Part-Time	1.0	1.0	1.0	1.0	0.0
Total	28.3	28.3	28.3	28.3	0.0



<b>Function:</b>	<b>Public Safety</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Police Department</b>

### **Program Description**

The Police Department provides law enforcement, public safety services, crime prevention, Neighborhood Watch, Triad (a law enforcement/senior citizen crime prevention program) and a drug abuse educational program. Working closely with Town businesses and citizens, the department's objective is to prevent and/or reduce crimes through a community oriented policing concept. The department delivers services to businesses and citizens through interaction and community involvement.

Police officers must undergo extensive screening prior to employment, which includes a physical examination, psychological testing and a background investigation. Upon appointment, officers serve a one-year probationary period during which time they attend a 10-week basic law enforcement course at the Rappahannock Regional Criminal Justice Academy and 40 hours of on the job training. Sworn personnel must attend 40 hours of in-service training every other year, as well as firearms training twice a year. Personnel also attend specialized courses when available.

### **Manager's Message**

The Police Department continues to operate with twenty-one (21) authorized officers and is also approved by Council to retain several auxiliary officers. The Department has responsibility within the Town's boundaries for parking enforcement, traffic control, community policing, investigation of reported crimes, oversight for enforcement of all laws of the Town and the Commonwealth, crime prevention and numerous other police-related activities. During the last calendar year, the Department answered 11,105 calls for service (up significantly from 2000), made 4,024 arrests, up somewhat from 2000 and, as a part of their efforts issued 1,117 traffic citations and 1,512 parking tickets. The Department also used its fleet of patrol cars to drive 132,000 miles with an expanded emphasis being placed on community policing efforts. Additionally, members of the department have served as security for several special, non-profit events (i.e. Evening Under the Stars, Christmas celebrations, parades, etc.), conducted numerous crime prevention and law enforcement-related seminars in the community, utilized staff in the community resource section to work more closely with the community policing effort and have spent approximately 1,443 hours on foot patrol in various areas of the Town.

The FY 2003 departmental budget reflects a significant shift in focus to community policing. Officers must work overtime to continue timely pursuit of case investigations that occur near the end of a shift. Some of this time relates to investigation of accidents or serious criminal acts that are reported during the officer's normal shift and must be carried past normal shift hours. To insure that an adequate investigation is conducted officers return on days off to continue criminal case investigations so that critical information can be developed or to follow leads before they get cold. As a result, the Police Department continues to have a good record for solving and prosecuting serious criminal acts, thus reducing repeat criminal acts by the same offender.

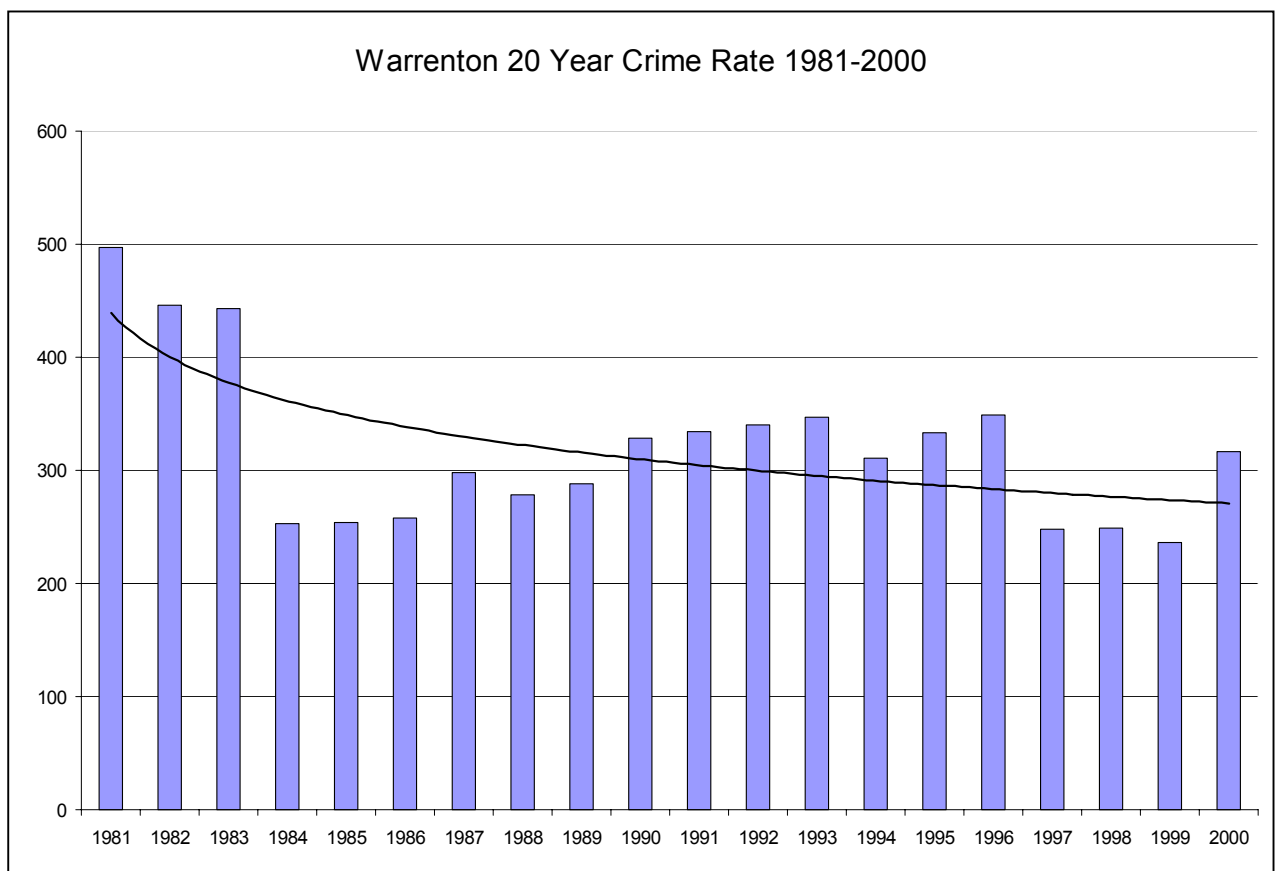
Overtime is also used for departmental training such as state mandated semi-annual firearms courses. This training must be conducted during off duty hours to provide adequate on-duty personnel to cover shifts. Officers also attend several weeklong seminars periodically throughout the year to meet state certification requirements. It is also necessary at times to have all personnel of the department gather at one time to train on matters specific to Warrenton that are not offered at the regional academy.

As noted, the Police Department has experienced a rapid growth in “Calls for Service”. In 1999, the police department received 6,868 calls for service and in 2000 this increased to 9,351 calls for service, or a 27% increase. During the year 2001 this again increased to 11,105 or an increase of 62% in calls for service in the last two (2) years.

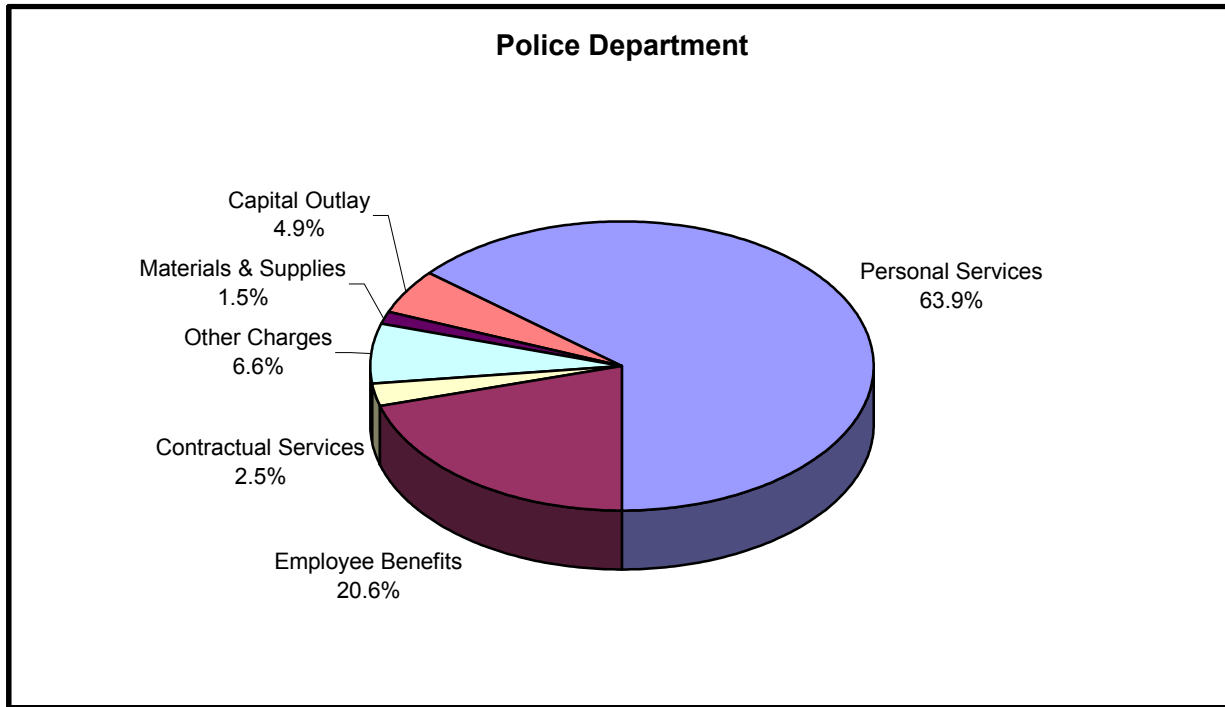
Other expenses of note for the Department include:

Purchase six (6) Video Recording units. This program is proposed to equip all uniformed patrol officer’s vehicles with a video recording system. The Department currently has nine (9) police cars equipped with this system and this will equip all patrol cars.

The purchase of two replacement vehicles is requested. A van to be used by the Evidence Officer and will replace our oldest car. A new patrol car will be purchased to replace our next oldest car.



## FY 2003 Appropriations At A Glance



## Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$990,783	\$1,089,994	\$1,048,394	\$1,121,702	\$31,708
Employee Benefits	316,275	355,353	319,873	360,973	5,620
Contractual Services	37,908	45,279	31,020	43,005	(2,274)
Other Charges	104,375	98,241	73,065	115,737	17,496
Materials & Supplies	22,850	27,570	24,903	26,810	(760)
Capital Outlay	195,153	40,426	32,344	86,550	46,124
Total	\$1,667,344	\$1,656,863	\$1,529,599	\$1,754,777	\$97,914

## Personnel Summary

Full Time	24.0	24.0	24.0	24.0	0.0
Part-Time	1.0	1.0	1.0	1.0	0.0
Total	25.0	25.0	25.0	25.0	0.0

## FY 2003 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Chief	1.0

<b>Position</b>	<b>Full Time Equivalent Employees (FTE's)</b>
Lieutenant	2.0
Sergeant	4.0
Corporals	5.0
Officers	5.0
Investigators	3.0
Community Resource Officer	1.0
Parking Enforcement Officer	1.0
Secretary	1.0
Records Clerk	1.5
Total Authorized	24.5

**FY 2002 Significant Accomplishments:**

- Obtained accreditation through the Virginia Law Enforcement Professional Standards Commission.
- Increased police/citizen and community group contacts through community policing and increased Community Watch throughout the Town.

**FY 2003 Departmental Goals:**

- Maintain accreditation through the Virginia Law Enforcement Professional Standards Commission.
- Maintain minimum staffing of patrol at all times.
- To decrease crime rates in accordance with the past downward trends.
- To stabilize personnel costs.

**Performance Measurement Plan:**

*Statement of Purpose*

To prevent and/or reduce crimes through a community oriented policing concept.

*Program Inputs*

FY 2003 Budget	\$1,754,777
FTE's	24.5

*Program Effectiveness Measures*

**Performance Target:** Reduce reported crime by 2% from the average of all reported crime between 1990 and 1998, accomplished through crime prevention as well as investigation of reported crime resulting in the arrest of the person(s) responsible, many of which are repeat offenses/offenders.

**Monitor:** Arrest statistics.

**FY 2000 Results:** Part I crimes for the first 10 months of FY 1999 totaled 182. Part I crimes for the first 10 months of FY 2000 totaled 192, netting an increase of 5%. Average Part I crimes for the first 10 months of years 1990-1999 was 262 translating into a 27% reduction for FY 2000.

**FY 2001 Results:** During the first ten months of FY 2001 we experienced 283 reported Part 1 crimes. Arrests for Part 1 offenses have decreased. Based on these figures we project that we will have a 24% increase in reported Part 1 crimes and will not meet our goal.

**FY 2002 Results:** The average crime rate, as reported to the F.B.I., for the years 1990 through 1998 was 315 crimes per year. These crimes are known as Part I offenses and are the basis of the national crime statistics. During the year 2001 the police reported 378 crimes to the F.B.I. which resulted in a 20% increase in reported crime.

**Performance Target:** Increase drunk driving arrests and speeding citations by 5%.

**Monitor:** Arrest statistics.

**FY 2000 Results:** The number of drunk driving arrests for the first 10 months of FY 1999 was 104. The number of arrests for the first 10 months of FY 2000 was 71, reflecting a 32% decrease in drunk driving arrests. Speeding arrests in FY 1999 was 614. The number of arrests for the first 10 months of FY 2000 was 335, indicating a 45% decrease in speeding arrests. Some of this decrease can be attributed to the shortage of officers during the first 6 months of the Fiscal Year. There is also an across the board decrease in speeding tickets issued per officer which is being addressed in the second half of the FY.

**FY 2001 Results:** For the first ten months of FY 2001 we had 33 arrests for Drunk Driving. This means that we have a 54% decline in DUI arrests and it appears we will not meet our performance target. We also recorded 378 speeding summons issued during the same 10 month period of FY 2001. When we compare that to 335 speeding summons issued during the same 10 month period of FY 2000, we have a 13% increase in speeding summons issued and it appears we will meet our performance target.

**FY 2002 Results :** During the year 2000 the police department issued 434 speeding summons. During the year 2001 the police department issued 471 speeding summons for an increase of 9%. During the year 2000 the police department made 62 drunk driving arrests. During the year 2001 the police department made 58 drunk driving arrests for a decrease of 6%.

**Performance Target:** Increase bicycle patrol by 10%.

**Monitor:** Staff logs.

**FY 2000 Results:** With the reassignment of Sgt. Southard to special assignments, the department has achieved this performance target.

**FY 2001 Results:** Records from the prior FY are incomplete, however, based on our observations and the assignment of a full-time Special Operations unit which includes riding bicycle patrol we are certain we have achieved this performance target.

**FY 2002 Results:** During the year 2000 the police department logged 110 hours of bicycle patrol. During the year 2001 the police department logged 128 hours of bicycle patrol. This resulted in an increase of 16%.

**Performance Target:** Increase arrests for narcotics violations by 5%.

**Monitor:** Arrest statistics.

**FY 2000 Results:** Arrests for narcotic violations for the first 10 months of FY 1999 was 75 and 26 arrests for the first 10 months of FY 2000 netting a decrease of 61%. This reduction can be attributed to the decrease in officers and a decrease in drug activity. However, the major contributor to this decrease was that the drug investigator was reassigned to general investigations due to a manpower shortage.

**FY 2001 Results:** When we compare the first ten months of FY 2000 we had 27 drug arrests and during the same ten months of FY 2001 we had 37 drug arrests. We are on course to increase the prior years arrest numbers by 30% and it appears we will meet this performance target.

**FY 2002 Results:** During the year 2000 the police department made 44 drug violation arrests. During the year 2001 the police department made 44 drug violation arrests for no net increase or decrease.

<b>Function:</b>	<b>Public Safety</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Fire &amp; Rescue Services</b>

### Program Description

The Fire Department and the Fire Marshall (funded 30% fire, 70% inspections) appropriations have been combined as has been past practice into the Fire & Rescue Services department. The Town of Warrenton provides support to the Warrenton Volunteer Fire Department in the form of total funding for one paid fireman and direct financial contributions to the department. Included in this function are costs associated with the activities of the Warrenton Volunteer Rescue Squad as well as the costs associated with the Town's Fire Marshall.

### Manager's Message

#### Fire Department.

The Warrenton Volunteer Fire Department continues to operate an almost totally volunteer fire department with the assistance of the Town and Fauquier County and responded to over 1233 calls compared to 1059 last calendar year. The Town provides funding for one full time paid driver.

The volunteer firefighters requested a budget contribution of \$157,248 for 2002/03 compared to the current appropriation of \$26,720. Contribution plus equipment requests include:

- \$ 44,000 as partial funding for an initial attack fire apparatus (mini pumper)
- \$ 8,000 to defray costs for trash service, janitorial supplies and telephone service.
- \$ 25,000 to pay down a loan on the 100' aerial platform truck
- \$ 10,000 to provide personnel safety equipment
- \$ 10,000 for pagers and radios
- \$ 125,000 initial capital funding for an emergency traffic signal pre-emption system
- \$ 20,000 for purchase of a thermal imaging camera

All of the requests are reasonable but funding is limited. Significant assistance is now coming to the volunteers from Fauquier County that is giving priority to these services. An annual allocation of approximately \$46,000 has been increased to \$69,000 each for Fire and Rescue this year plus a significant increase for capital expenses. The County advises that an amount equal to 7 cents of county real estate tax may be earmarked for supporting this service. In the upcoming budget the county is considering adopting a financial allocation procedure that will apportion funding based on level of activity. The formula is still under discussion but could yield \$150,000 for the Fire Department. In brief, significant new financial assistance is being made for fire and rescue services and no increase in the Town contributions should be considered until these significant changes are implemented and can be evaluated.

It is also noted that the Town allocation is in two line items. The current year includes a \$14,000 recurring allotment and a pass through of \$6,720 from the Highlands development project for a total of \$20,720. The budget includes the \$14,000 plus a minor increase in the projected Highlands development pass through of \$7,248 for a total of \$21,248. There is concern as to the longevity of this pass through hence the amounts are combined in the proposed budget and should the Highlands income fail to materialize the Fire Department will still receive the full appropriation and be unaffected by the loss in revenues. Any funds realized may be placed

in General Fund revenues.

<b>WARRENTON VOLUNTEER FIRE DEPARTMENT CALLS</b>		
<b>YEAR</b>	<b>TOTAL # OF CALLS</b>	<b>IN TOWN</b>
1994	700	287
1995	765	314
1996	895	364
1997	1,059	444
1998	937	381
1999	994	337
2000	1,059	428

Source: Warrenton VFD Annual Report

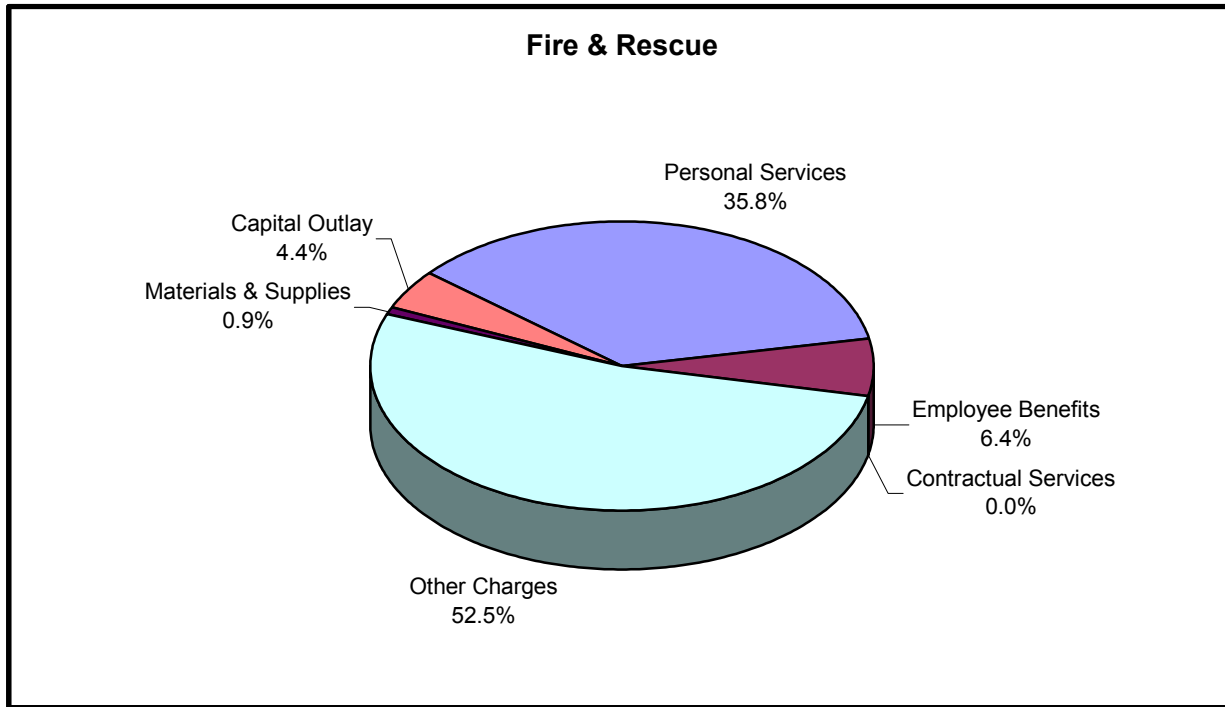
### **Rescue Squad**

The Warrenton Volunteer Rescue Squad consists of approximately 45 adult members and responded to over 2,220 calls compared to 2,079 last calendar year. Paid Fauquier County EMS personnel man the station during the weekdays. Volunteers are expected to spend approximately forty hours per month running duty at the station.

The Warrenton Volunteer Rescue Squad financing is similar to the Fire Department. The county is also giving this service significant new revenue in 2002/03 similar to the Volunteer fire budget and provided two full time EMS cross trained employees. Budget increases are not recommended on the same basis as the recommendation for the Fire Department. The current years budget includes \$22,000 plus \$6,720 from the Highlands development for a total of \$28,720. In the 2002/03 budget the Highlands development revenue base on the original formula could increase to \$7,248. A single allocation is recommended in the budget including the estimated pass through however if the pass through is not received the Rescue Squad will still receive the full appropriation. Any pass through funds received should be placed in General Funds revenues.

	<b>1994</b>	<b>1995</b>	<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>
<b><i>Total Calls</i></b>	1743	1848	1865	1800	2000	2500	2079	2220
<b>Town</b>	860	1035	941	850	1180	1500	1083	1127
<b>County</b>	883	813	924	950	820	1000	966	1093

## FY 2003 Appropriations At A Glance



## Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$40,826	\$39,066	\$40,608	\$40,883	\$1,817
Employee Benefits	8,530	7,983	8,334	7,264	(719)
Contractual Services	164	0	0	0	0
Other Charges	52,337	57,400	47,171	59,963	2,563
Materials & Supplies	2,850	1,000	241	1,000	0
Capital Outlay	3,674	5,000	3,653	5,000	0
<b>Total</b>	<b>\$108,381</b>	<b>\$110,449</b>	<b>\$100,007</b>	<b>\$114,110</b>	<b>\$3,661</b>

## Personnel Summary

Full Time	1.3	1.3	1.3	1.3	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>1.3</b>	<b>1.3</b>	<b>1.3</b>	<b>1.3</b>	<b>0.0</b>

## FY 2003 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Firefighter	1.0



Senior Construction Inspector/Building Official	0.3
Total Authorized Positions	1.3

### **FY 2002 Significant Accomplishments**

N/A

### **FY 2003 Departmental Goals**

- To continue to perform fire inspections for all educational, institutional, and assembly use facilities within the Town that are no longer provided by the Commonwealth.
- To continue to assist in coordinating fire alarm systems into a system (911) which will both enhance emergency services response time as well as curtail false alarms.
- To continue to work closely with the Architectural Review Board on coordinating the “Americans With Disabilities Act” and the building/fire code requirements, as Historic District buildings are renovated.
- To provide exceptional volunteer service to the citizens of the Town of Warrenton.
- To continue to improve response capabilities by taking advantage of training opportunities for fire fighting, EMS, and hazardous materials response.

### **Performance Measurement Plan:**

#### ***Statement of Purpose***

To provide exceptional volunteer service to the citizens of the Town of Warrenton.

#### ***Program Inputs***

FY 2003 Budget	\$ 114,110
FTE's	1.3

#### ***Program Effectiveness Measures***

Not yet developed.

<b>Function:</b>	<b>Public Safety</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Inspections Department</b>

### **Program Description**

The Inspections Department provides all inspections related to building, fire, soil and erosion control and utilities. The department also enforces the Town's Building Maintenance Code, provides technical advice to citizens, contractors and business owners, as well as other Town staff members in the field.

The Department, while included in the Public Safety functional classification, is under the supervision of the Director of Planning & Community Development and as such, delivers a level of service based upon both the mission and value statements adopted by the Town Council. The Department strives to keep citizens, contractors, businesses and other staff members up to date on any building code changes.

During the past year the department has implemented a new building permit system to assist in the issuance and tracking of building permits. All inspectors have been certified or recertified as a Mechanical Plan Examiner, General Plumbing Inspector, Erosion and Sediment Control Plan Reviewer and Inspector and Fire Protection Inspector. Additional course work in structural plan review, fire prevention, fire alarm systems and model energy codes were successfully completed increasing the technical knowledge and skill level of all Town Inspectors.

### **Manager's Message**

The Department of Inspections activity level has increased significantly over the past year given the accelerated pace of private building activity in the Town and the number of public works projects which are ongoing. The level of activity continues to increase in dollar value over FY 2001 and has not subsided in FY 2002. The Town's efforts in soil erosion plan, site plan, utility plan, building plan review and inspections, zoning inspections, fire plan reviews and inspections, elevator inspections and enforcement as well as enforcing violations of grass and sign ordinance violations continue to grow. It is important to note that with the continuing growth in inspections that permit applications continue to be approved within five (5) days or less. Inspections are carried out on a same day or next day basis.

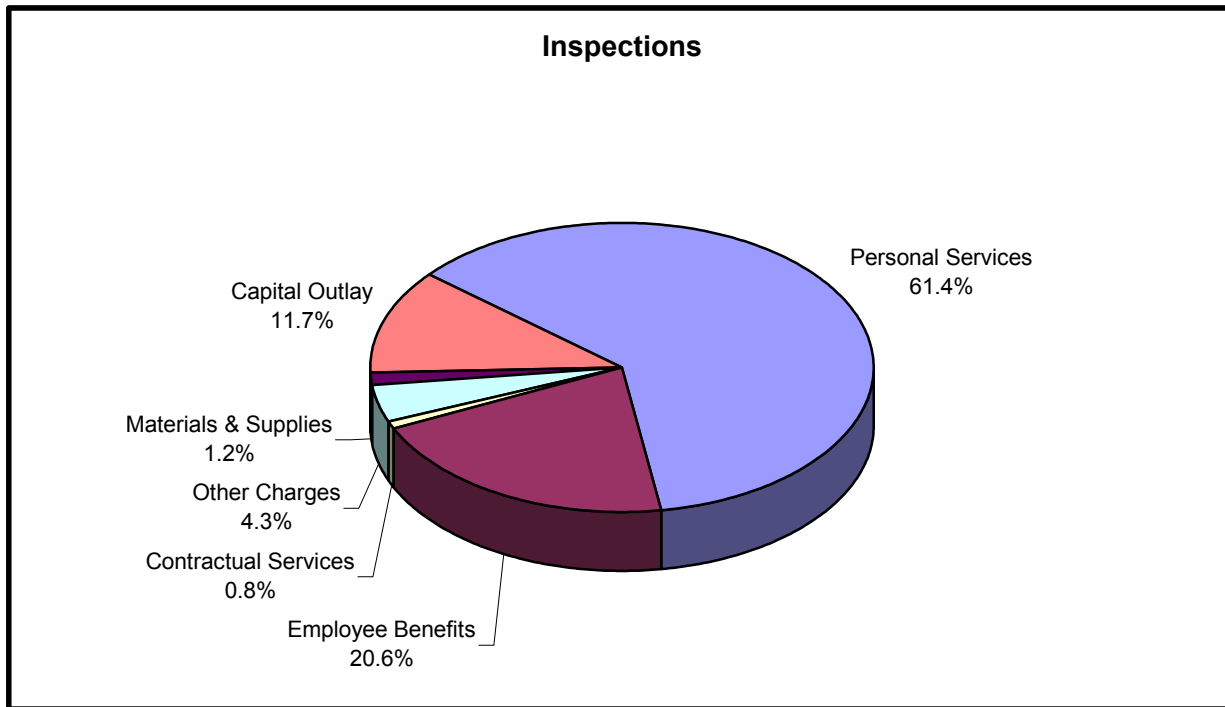
During the past year the department processed 469 building permit applications, completed 2,998 field inspections on new and renovated buildings and provided 100 fire inspections on commercial-type buildings and made numerous miscellaneous inspections. One-hundred three (103) new single family homes were built and inspected, forty-seven (47) townhouses were constructed and three commercial projects were completed at a value of over \$2.2 million. It is anticipated in the coming year that the department will continue to experience a heavy workload due to construction at the Gold Cup, Cannon Ridge, North Rock, Walker Drive and Monroe Estates residential projects, several commercial projects planned in the Walker Drive and Lee Highway areas, the North Rock commercial project, continued renovation and expansion of Fauquier Hospital and construction of office buildings along Shirley Avenue.

The costs for the department continue to be less than the inspections costs paid by the Town in 1991 (\$199,465 audited figure) when the Town contracted with the County and the private sector for inspection and plan review services. In addition the Town's citizens and businesses receive a higher quality overall inspection with more attention to detail along with resolution of problems in a service-oriented manner. The increase in the budget can be attributed to salary and benefits and the purchase of a replacement vehicle. The department has a

1995 Chevrolet Caprice (handed down from the Police Department) with over 100,000 and has incurred \$10,541 in repair expenses in the last three years.

A portion of the salaries for inspectors, as previously noted, are also allocated to the Fire Department budget (30% Fire Budget, 70% Building Budget for Building/Fire Official) and 30% Building Budget and 70% Planning Budget for Building Inspector/Zoning Inspector.

### FY 2003 Appropriations At A Glance



### Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$113,840	\$112,933	\$123,072	\$117,774	\$4,841
Employee Benefits	36,598	39,536	37,981	39,562	26
Contractual Services	1,264	925	1,761	1,485	560
Other Charges	8,492	8,015	3,016	8,340	325
Materials & Supplies	1,641	2,875	481	2,200	(675)
Capital Outlay	465	700	0	22,500	21,800
Total	\$162,300	\$164,984	\$166,311	\$191,861	\$26,877

### Personnel Summary

Full Time	2.0	2.0	2.0	2.0	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	2.0	2.0	2.0	2.0	0.0

**FY 2003 Authorized FTE's:**

<b>Position</b>	<b>Full Time Equivalent Employees (FTE's)</b>
Senior Construction Inspector/Building Official	0.7
Building Inspector	1.0
Building/Zoning Inspector	0.3
Total Authorized	2.0

**FY 2002 Significant Accomplishments:**

- Completed the inspection of Alexandria Pike storm sewer and sidewalk improvement project.
- Completed the inspection of Waterloo Road and Van Roijen Street storm sewer improvements.
- Field directed and inspected the annual asphalt overlay program.
- Completed the inspection of water and sewer lines in the Stonelea Subdivision (outside Town limits).
- Completed the inspection of water and sewer lines in the Olde Gold Cup and Ridges subdivisions.
- Completed required re-certification and training programs provided through State agencies.
- Completed the inspection of various large commercial buildings.
- Conducted 2384 building inspections during the first six months of the year.
- Completed first block of Main Street renovation inspections.

**FY 2003 Departmental Goals:**

- To continue to provide non-cost fire inspections for all educational, institutional and assembly use facilities, including daycares within the Town (these are no longer inspected by the Commonwealth).
- Much success has been made in coordinating fire alarm systems into a 911 system, drastically reducing nuisance alarms. Will continue efforts to provide a better continuity between emergency responders and the business and institutional community. Will work to insure that all buildings with fire alarm and/or sprinkler protected systems install access lock boxes for emergency personnel.
- To continue to work with the ARB to coordinate the accessibility code as well as building and fire codes in the Historic District.
- To maintain multiple and combination certifications for all staff and to guide new inspector through his necessary training/certifications.
- To provide assistance in renovation and expansion projects.
- To provide assistance in landlord/tenant disputes.

## Performance Measurement Plan

### *Statement of Purpose*

Provide all inspections relating to building, fire, soil and erosion control, maintenance and utilities. Insure that building and construction related activities in Town are in compliance with the building code and related state statutes and Town ordinances.

### *Program Inputs*

FY 2003 Budget	\$191,861
FTE's	2.0

### *Program Effectiveness Measures*

**Performance Target:** Complete 100% of required inspections within twenty-four (24) hours.

**Monitor:** Number of inspections performed and number performed within twenty-four (24) hours of request.

**FY 2000 Results:** 609 inspections performed and 591 performed within 24 hours, or 97%. Fifteen of these inspections were called in the same day requested, so not all could be honored.

**FY 2001 Results:** 2,301 inspections. 2278 performed within 24 hours, or 99%.

**FY 2002 Results:** 4,186 inspections total with 4,160 performed within 24 hours of request, or 99%.

**Performance Target:** Complete eighty (80%) of plan reviews within forty-eight (48) hours of receipt of complete plans for residential and seventy-two (72) hours of receipt of commercial plans.

**Monitor:** Number of plan reviews completed within forty-eight (48) and seventy-two (72) hours.

**FY 2000 Results:** Commercial permits reviewed = 45. 41 reviewed within 72 hours, or 91%. Residential permits reviewed = 49. 46 were reviewed within 48 hours, or 94%.

**FY 2001 Results:** Thirty-eight commercial plans reviewed, with 34 reviewed within 72 hours, or 90%. Fifty-eight residential plans reviewed with 52 reviewed within 48 hours, or 90%.

**FY 2002 Results:** Sixty-six commercial plans were reviewed with 58 reviewed within 72 hours, or 88%.

**Performance Target:** Complete eighty (80%) of utility permit applications within forty-eight (48) hours of receipt.

**Monitor:** Number of applications and those issued within forty-eight (48) hours.

**FY 2000 Results:** Thirty permits were reviewed, with 29 being reviewed within 48 hours, or 97%.

**FY 2001 Results:** Thirty permits reviewed, with 28 reviewed within 48 hours, or 93%.

**FY 2002 Results:** Thirty permits reviewed with 29 reviewed within 48 hours, or 96%.

**Performance Target:** Respond to all inquiries from citizens, builders and customers within twenty-four (24) hours.

**Monitor:** Number of inquiry requests and number responded to within twenty-four (24) hours.

**FY 2000 Results:** All inquiries have been responded to, and it is estimated that 95% have been responded to within 24 hours. Office personnel can route calls or requests for others to follow up when the Building Official is going to be out of the office longer than 24 hours.

**FY 2001 Results:** All inquiries have been responded to and it is estimated that 97% have been responded to within 24 hours.

**FY 2002 Results:** All inquiries have been responded to and it is estimated that 96% have been responded to within 24 hours.

<b>Function:</b>	<b>Public Works</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	

### **Program Description**

The Public Works Department is authorized to employ 25 full-time employees who are responsible for maintaining 80.22 lane miles of roadway and right of way, a significant number of public sidewalks, a 9-acre public cemetery, nine (9) traffic signals, 14.38 miles of storm sewers, 192 pieces of Town equipment and vehicles, four public parks and various public buildings. Three Town-owned parks continue to be operated under a joint agreement with the Fauquier County Parks and Recreation Department and a fourth on Gay Road will soon be in the planning stages if funding is approved by Council. The Public Works Department continues to provide curbside refuse collection twice-weekly to households and businesses, provides curbside recycling collection once a week for newsprint, cardboard and plastics and metals and also provides brush and leaf collection on a periodic and “as needed” basis for the Town’s citizens and businesses. In addition, the recycling program continues to accept motor oil, fluorescent bulbs and office paper. Seven of the nine Public Works budgets are funded through the Town’s General Fund and two budgets, the arterial and collector street budgets are funded partially through annual road maintenance payments from the Virginia Department of Transportation, which are estimated to be \$682,953 in FY 2003.

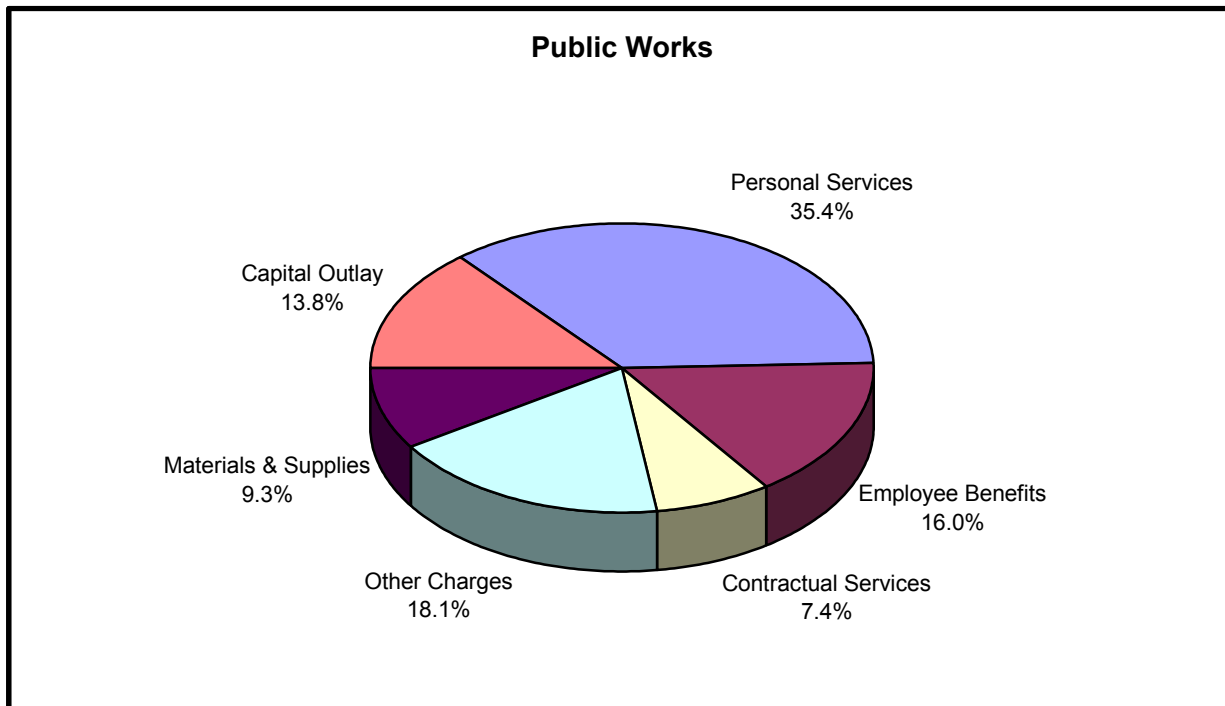
### **Manager’s Message**

The combined General Fund budget for Fiscal Year 2003 for Public Works functions total \$2,147,193, a decrease of \$103,253, or 4.6% over the current fiscal year. The the major portion of the decrease is due to a substantial reduction in arterial street paving (which last year involved Broadview Avenue at a cost of over \$200,000 for that street alone), the reduction in building lease payments with the completion of the new Public Safety Facility and a reduction in landfill fees through the County’s reimbursement program. These savings are offset by increased maintenance costs for new subdivision streets with lighting, and the programmed replacement of two vehicles, a refuse truck and utility bucket truck.

The Public Works Department continues to represent the largest portion of all General Fund expenditures and is a Department that touches almost all citizens of the Town on a daily basis. The Department's responsibilities continue to increase due to the number of new citizens who have moved into the community during the current explosive growth period and to meet the challenge to provide the same high level of service to these additions to the community with the current staffing level.

Funding for the numerous budgets within the Public Works Department provide for the Town to continue to maintain the public street surfaces to a level of quality that foster compliments from the public (91% of citizen respondents rated the streets “good to excellent” in the 2001 Town Survey) and the VDOT Resident Office. Seven streets are programmed for resurfacing. The Public Works Department provides the majority of services to the citizens of the Town who rated the overall services provided by the department as “good to excellent” by over 95% of the respondent of the above referenced survey. Coupled with growth in infrastructure and the maintenance responsibilities that are tied to the improvements, the Department continues to do its best to ensure Warrenton’s citizens receive the highest level of service possible within the budgetary limits set by the Council.

## FY 2003 Appropriations At A Glance



## Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$723,454	\$786,001	\$753,014	\$760,906	(\$25,095)
Employee Benefits	286,235	318,871	273,298	343,481	24,610
Contractual Services	264,713	238,634	180,368	158,373	(80,261)
Other Charges	444,064	449,536	319,900	389,390	(60,146)
Materials & Supplies	75,862	112,563	66,846	199,163	86,600
Capital Outlay	174,554	344,841	457,739	295,880	(48,961)
Total	\$1,968,882	\$2,250,446	\$2,051,165	\$2,147,193	(\$103,253)

## Personnel Summary

Full Time	26.0	25.1	25.1	25.1	0.0
Part-Time	6.0	6.0	6.0	6.0	0.0
Total	32.0	31.1	31.1	31.1	0.0

<b>Function:</b>	<b>Public Works</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Public Works Administration</b>

### **Program Description**

The Administrative Department is responsible for all Public Works functions and services, the development and management of the operational budget, departmental personnel management, development of short and long range maintenance and capital improvement programs, management of the vehicle and equipment maintenance and replacement programs, the enforcement of the Town's Storm Water Management Program, maintenance of streets, street lights and traffic signals and for the review and approval of site development plans.

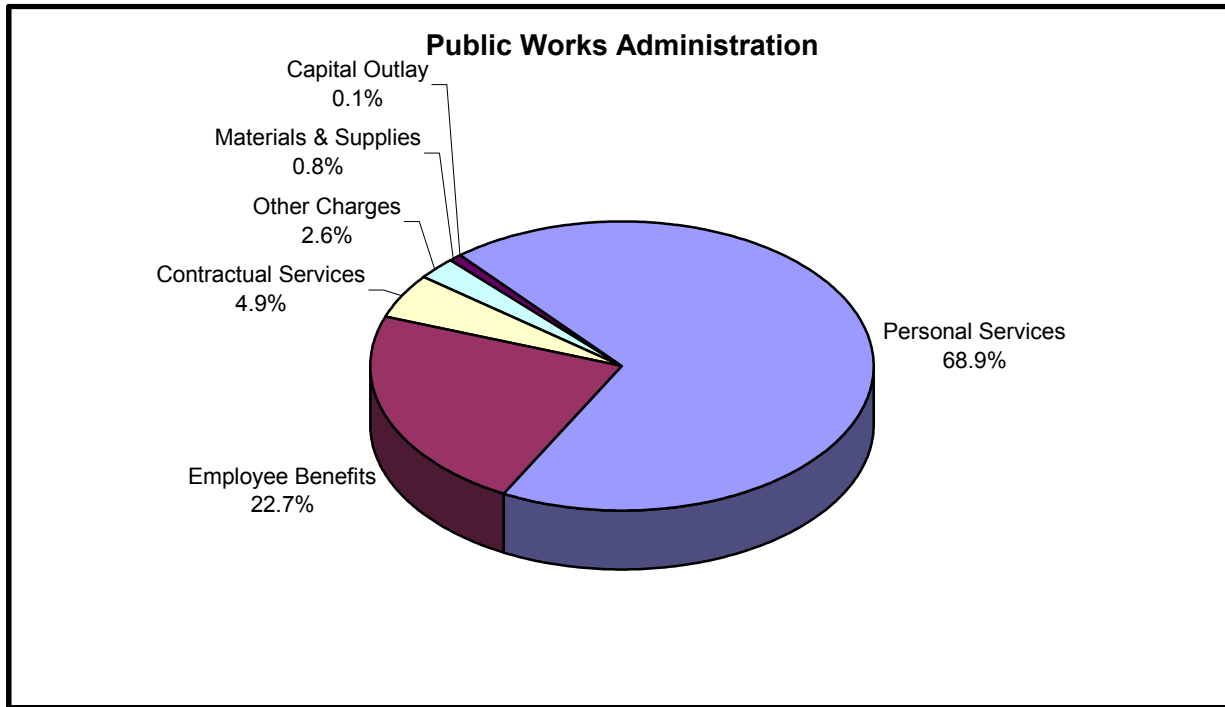
The Town has passed and strictly enforces a storm water ordinance to prevent local flooding problems and to improve surface water quality. Personnel changes have been effected in the spirit of trying to do more with less. The Department's major successes have been in the inventory of major drainage problem areas in Town and the correction or programming for construction, of the most critical areas which threaten personal safety and property damage.

### **Manager's Message**

The administration budget for the Public Works Department reflects a slight increase of \$3,305 primarily due to previously described salary increases. The budget supports all costs associated with day-to-day operation and management of the Public Works department and its varied functions. As can be noted, no significant changes are included in the budget as presented. Expenses within the budget support a wide range of public works functions such as daily citizen contacts, project development and oversight, personnel and financial administration and departmental planning that will continue to be maintained at current high level of service for FY 2003. For the third consecutive year, a survey rating the Town's services will be mailed to all households in May with the results tabulated and utilized to measure the citizens' satisfaction with department-provided services. The "Professional Services" line item continues to provide funds to accommodate miscellaneous surveying costs, property appraisals, easement plats and technical assistance for Public Works related projects. Additional effort will be required of the administrative staff to prepare the town by 2003 to implement the reporting of assets and asset management under the mandate of the Government Accounting Standards Board (GASB34).



## FY 2003 Appropriations At A Glance



## Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$165,770	\$184,069	\$177,750	\$185,925	\$1,856
Employee Benefits	55,789	59,497	55,136	61,350	1,853
Contractual Services	24,383	12,871	21,705	13,100	229
Other Charges	4,387	7,288	4,540	7,005	(283)
Materials & Supplies	1,683	2,300	2,869	2,000	(300)
Capital Outlay	60	250	343	200	(50)
Total	\$252,072	\$266,275	\$262,343	\$269,580	\$3,305

## Personnel Summary

Full Time	5.0	4.1	4.1	4.1	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	5.0	4.1	4.1	4.1	0.0

**FY 2003 Authorized FTE's:**

<b>Position</b>	<b>Full Time Equivalent Employees (FTE's)</b>
Public Works & Utilities Director	0.5
Public Works Superintendent	1.0
Project Engineer	0.6
Secretary	2.0
Total Authorized Positions	4.1

**FY 2002 Significant Accomplishments:**

- Staff continued to provide council with professional analysis of infrastructure requirements and cost estimates for 2 potential areas
- Staff continued the high level of service, which is expected by the residents of the community. This was most evident through the results of the Town's second survey of community services which gives citizens the opportunity to rate the services provided. In the May 2001 survey results of the citizens rated all Public Works services in the category of "good to excellent", by over 95% of the respondents.
- Capital Improvement projects are currently on schedule for completion by the end of the fiscal year. A demonstration project for the larger Main street rehabilitation was a big success and generated support the Main project scheduled for May 2002.
- Public Works and Utility Division staffs continue to improve on the excellent cooperative working relationship.
- Continued to provide a high level of service to the community in maintaining its appearance although averaging 3-4 vacancies throughout the year. Staff was able to achieve results through additional contracting of services and part-time hires.
- For the fifth year in a row the administrative staff experienced no lost time injuries or vehicle accidents.
- Staff assisted in A/E proposal evaluation, the management of the design, bidding and construction of the Public safety Building for the Police Department. Staff was able to remove approximately 12,000 cubic yards of excess dirt from the building site for the minimal cost of \$19,000.
- Public Works staff worked closely with the Baptist Church and local residents in the planning and final approval of a 51 space parking lot for joint use by the town and church.

**FY 2003 Departmental Goals:**

- Complete the fiscal year with all Capital Improvement Projects completed without having to reserve or carryover funds due to not performing. No projects from FY03 remaining on the reserve log at the mid point of FY04.
- In addition to above, complete prior reserved projects from FY02, which may not have been

completed, giving the department a clean slate going into FY03. No projects from FY02 remaining on the reserve log at the mid point of FY03.

- Create and maintain a safe working environment for all Public Works Employees with particular emphasis on experiencing no lost time accidents and no vehicle accidents.
- Continue to provide the highest quality of services to the citizens of Warrenton and have over 90% of those citizens rate the services provided as “good to excellent” in the annual survey.
- Perform services within the guidelines of the council adopted budget and to be with the budget at the end of the FY and not deviate from the spending schedule by more than 10% at anytime throughout the year.

#### **Performance Measurement Plan:**

##### ***Statement of Purpose***

The development and management of Public Works as an operational entity.

##### ***Program Inputs***

FY 2003 Budget	\$269,580
FTE's	4.1

##### ***Program Effectiveness Measures***

***Performance Target:*** All public inquiries or complaints shall have a first response within one work day of receipt.

***Monitor:*** Departmental event log.

***FY 2000 Results:*** With voice-mail now it is difficult to track and the responsibility of each staff to follow-up on messages left. All complaints or serious inquiries have been responded to on a timely basis. No complaints received on not responding. During the spring council elections the department received numerous calls from candidates relaying inquiries from constituents. Valid inquiries were addressed and those of a political nature were filed.

***FY 2001 Results:*** All inquiries/complaints are addressed on the same day received, often immediately by transferring customer or developer to the proper staff member via interconnected phone system. Individual voicemail has prevented a close tracking of calls, but there have not been complaints of calls not returned in a timely manner.

***FY 2002 Results:*** All calls responded within 1 day unless the party was referred to a voicemail of staff that was absent, in which case the call was returned within 1 workday of the staff member returning to work.

***Performance Target:*** Any action or request requiring action by town staff will have a follow-up call within 5 working days of completion to determine customer satisfaction or input.

***Monitor:*** Departmental event log.

***FY 2000 Results:*** Has not been implemented. This standard was copied from standards of larger communities who have a workorder system whereby requests are recorded on a formal work order, which is scheduled and passed on to an employee who performs the work and completes the work order. All completed work orders are reviewed with a spot check of the work with a follow up phone call. This system is geared towards building maintenance items and less for public right of ways and use areas. Staff will review the standard to determine its validity for future budgets and possible alternatives.

***FY 2001 Results:*** A formal call back system still has not been completely implemented. Most requested work,

which is performed by staff or contractors, is followed up on the site with the concerned party before the crew leaves to insure all are satisfied (example: resident on Moffett Street thanked crew and expressed her appreciation for the work performed upon completion).

**FY 2002 Results:** Did not meet the standard due to a critical shortage of the secretary position which was vacant 3 times during the past year, thus the follow-up has been limited. With the small town nature of Warrenton, citizens are not bashful in letting staff know of problems that have not been corrected or properly addressed to their satisfaction.

**Performance Target:** All site plans which are to be reviewed within the specified times requested by the Director of Planning and Community Development.

**Monitor:** Planning & Community Development monthly report.

**FY 2000 Results:** All site plans reviewed within time limit.

**FY 2001 Results:** Meeting the standard to date.

**FY 2002 Results:** All site plans reviewed within the time limits.

**Performance Target:** Operation of the department will fall within the annual approved budget amounts with not more than +/- 10% deviation at any given time during the year.

**Monitor:** Departmental financial reports.

**FY 2000 Results:** Not counting CIP and considering the vehicle expense accounts as encumbered, Public Works is at 12.8% funds remaining with 1+ month remaining in the FY which should be 8.3%. The turbulent turnover of personnel has left an average of 2-3 positions vacant for the entire year.

**FY 2001 Results:** At the 10 month mark, the remaining PW budget for its 10 budget areas is at 28%. When considering vehicle expenses, which are not included until the year end closeout, the budget has 18% remaining, in line with 16% for two remaining months.

**FY 2002 Results:** Budget was 5% under spent.

**Performance Target:** A safe work environment will be provided with no lost time accidents occurring.

**Monitor:** Workers' Compensation monthly report.

**FY 2000 Results:** No lost time accidents to date.

**FY 2001 Results:** No lost time accidents to date (Administration).

**FY 2002 Results:** No lost time accidents.

**Performance Target:** Public Works services should be rated "good to excellent" by 70% or greater of the respondents of a town wide annual survey.

**Monitor:** Citizen survey results

**FY 2000 Results:** Survey is currently being mailed to all town residents with a reasonable response expected by the end of June. As a lesson learned it is proposed that future surveys will be at the Public Works office and residents will be asked to fill out a survey at the time they pickup their yearly supply of trash and "blue recycling" bags. This will provide a better response, provide timely information and save on mailing costs.

**FY 2001 Results:** FY 2002 survey to be distributed in the end of May 2001. In the last survey (May 2000) 90% of respondent rated services "Good to excellent".

**FY 2002 Results:** 98% of respondents rated Public Works services as "good to excellent".

**Performance Target:** No projects from the previous FY remaining on the reserve log at the mid point of the current FY.

**Monitor:** Departmental financial report.

**FY 2000 Results:** To be determined.

**FY 2001 Results:** Council has decided to defer the Main Street project until the Spring 2002. All other projects are scheduled to be complete by the end of the fiscal year or the end of the summer at the latest.

**FY 2002 Results:** Main Street Rehab is the only project remaining from the prior FY and Council had made a decision to perform the work between May and September 2002, which is on schedule.

**Performance Target:** At the end of the fiscal year, no council action will be required to reserve unexpended

funds or to amend the FY 2003 budget to accommodate carry-over of funds.

**Monitor:** Departmental financial report.

**FY 2000 Results:** To be determined.

**FY2001 Results:** To be determined.

**FY 2002 Results:** Funds were reserved for the Madison Street Sidewalk project. All other funds were expended.

<b>Function:</b>	<b>Public Works</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Street Maintenance</b>

### **Program Description**

The Street Maintenance Department is responsible for all maintenance and repair activities associated with the 80.22 lane miles of public roads within the corporate limits. This section of the Public Works budget appropriates funds used for snow removal, street cleaning, litter control, routine maintenance, repair work, small construction projects and grass cutting functions along the Town's public roadways and rights of way. The Virginia Department of Transportation provides reimbursement, which is accounted for in the categorical aid revenue section of this report, for the maintenance of both arterial and collector streets.

### **Manager's Message**

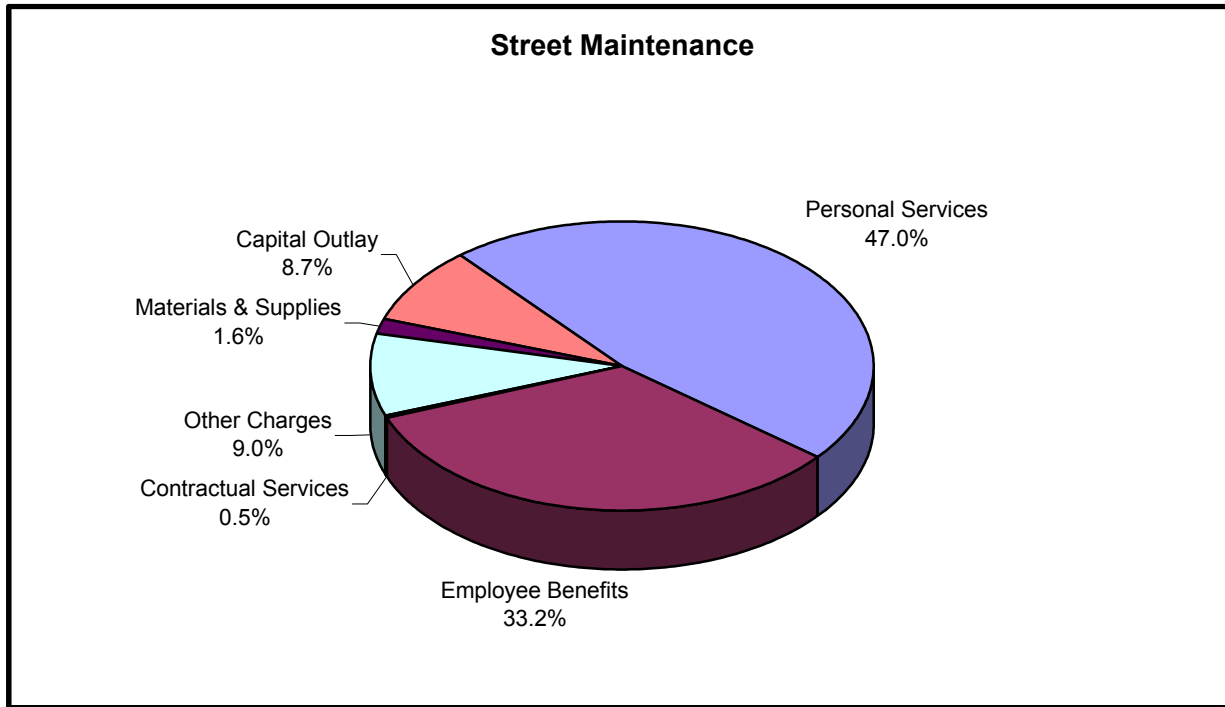
The "Street Maintenance" budget provides funds to be used for tree maintenance, snow removal, street cleaning, litter pick up, routine maintenance, curb and other types of traffic related markings, repair work, small construction projects and grass cutting functions along the Town's public roadways and rights of way. The Public Works Department is staffed with two street maintenance crews and one weed eating crew (composed of summer hires) who are responsible with insuring that the appearance of the Town's streets are maintained to the level expected by the Town's citizens. Personnel related funds in this budget are supplemented by the arterial and collector budgets when work is specifically performed to those classifications of roadways. The labor market has stabilized over the past year, demonstrated by the quality and stability of the hires made, but the labor pool continues to be limited with the "Wages & Extra Help" item budgeted with one anticipated vacancy remaining throughout the year.

The budget is \$82,150 above last year's approved budget. The major portion of the increase is due to the need to replace the "Utility Truck & Boom (bucket truck). The "bucket truck" is the most widely used and most versatile truck/equipment in the fleet inventory. The current truck is a 1986 model with over 80,000 miles on the vehicle, which was purchased used in 1993. The vehicle is in poor condition mechanically and the body has begun to show significant rusting, the roof leaks and with body damage from an accident 3 years ago. Over \$2,500 has been spent in maintenance and repairs over the last 3 years. To continue to keep the vehicle in service the front end needs re-work, exhaust needs complete replacement (custom job from the dealer due to the age), the support brace for the boom support is rusted out and the generator is inoperable, thus limiting the use of power tools. The vehicle was originally purchased for traffic signal repairs and has since expanded its use and dependence by staff. It is the workhorse for everything that needs to be done around town more than 5 feet off the ground.

The new vehicle will be a 1-ton utility type truck with a 35 foot working boom with power supplied to the bucket to enable the use of power tools when working off the ground. The vehicle will have an internal grounding device to allow for safe working in close proximity to live power lines, which is where a significant amount of daily work occurs. The current vehicle will be sold and has an estimated value of \$4,500.

"Electric Current" continues to increase (\$3,500) with the addition of streets with lighting in the Gold Cup, Ridges of Warrenton, Highlands and Monroe Estates subdivisions, which will be completed in the budget year.

## FY 2003 Appropriations At A Glance



## Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$243,670	\$252,809	\$225,704	\$260,996	\$8,187
Employee Benefits	142,043	159,095	135,646	184,458	25,363
Contractual Services	2,644	2,730	2,770	2,730	0
Other Charges	87,262	49,400	37,775	50,200	800
Materials & Supplies	9,075	8,100	15,561	8,100	0
Capital Outlay	2,230	700	130,891	48,500	47,800
<b>Total</b>	<b>\$486,924</b>	<b>\$472,834</b>	<b>\$548,347</b>	<b>\$554,984</b>	<b>\$82,150</b>

## Personnel Summary

Full Time	14.0	14.0	14.0	14.0	0.0
Part-Time	6.0	6.0	6.0	6.0	0.0
<b>Total</b>	<b>20.0</b>	<b>20.0</b>	<b>20.0</b>	<b>20.0</b>	<b>0.0</b>

## FY 2003 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Crew Foreman	2.0

Motor Equipment Operator I	6.0
Motor Equipment Operator II	2.0
Laborers	4.0
Part-time Seasonal Laborers	3.0
Total Authorized Positions	17.0

**FY 2002 Significant Accomplishments:**

- The streets continue to receive a superior rating from VDOT during the annual inventory inspection for maintenance payments. Although short 2 motor equipment operators for most of the year, crews have been able to keep pothole sightings to a minimum.
- Completed the last major pedestrian corridor linking the Old Town business with the businesses on the by-pass. Pedestrians now have a choice of Falmouth Street, Alexandria Pike/Blackwell Road, Winchester Street or Waterloo Street to safely walk to the business/commercial areas.
- 91% of respondents rated the condition and maintenance of the town's streets and sidewalks as "good to excellent" in the May 2001 Citizen Survey.
- 96% of respondents rated the snow and ice removal efforts of the Town as "good to excellent" in the May 2001 Citizen Survey.
- 95.5% of respondents rated the grass cutting and tree maintenance of the Town as "good to excellent" in the May 2001 Citizen Survey.
- Supervisors, operators, and laborers continue to be conscientious towards safety with no injuries and only one minor vehicle accident experienced during the period.
- Purchased a new street sweeper that is much quieter, produces less dust when sweeping and is much more efficient than the older previous model.
- Milled, resurfaced, and re-striped Broadview Avenue which is the heaviest traveled section of street in the Town. The street was successfully resurfaced during the evening hours in order to reduce the impact to motorists.
- There have been no lost time personnel accidents/injuries and only one minor vehicle accident experienced for the first 5 months of the fiscal year.

**FY 2003 Departmental Goals:**

- Maintain the streets and roadways of the town in a condition that provides the motorist with a smooth riding, properly marked & signed, safe and comfortable pavement.
- During inclement weather, keep all major traffic corridors open for emergency vehicles and those motorists who must be on the road.
- Continue street beautification programs such as "Tree City USA" and "Adopt -a-Spots" to maintain the high visual appearance of the community for those traveling our streets.
- Install a traffic signal at the Falmouth and Lee Street intersection. The intersection has received



numerous complaints from citizens and was identified in a VDOT traffic study as “failing”.

- The completion of the Main Street rehabilitation project that is scheduled to begin in May 2002 will finally provide a safe travel surface, non-trip hazard sidewalks and attractive street improvements to the Old Town area which are long over due.

## **Performance Measurement Plan**

### ***Statement of Purpose***

Maintain the Town of Warrenton’s public roadways and right-of-ways.

### ***Program Inputs***

FY 2003 Budget	\$554,984
FTE’s	17.0

### ***Program Effectiveness Measures***

***Performance Target:*** Receive not more than ten complaints/reports of “potholes” during the year and respond within forty-eight hours when weather conditions allow.

***Monitor:*** Departmental event log.

***FY 2000 Results:*** Meeting standard with the following reported and repaired:

One pothole at Warrenton Middle School that was repaired.

Not a pothole, but pavement unravel on Broadview, more than 48 hours to repair.

Shoulder of Alexandria Pike.

One reported in the parking lot C.

Depression in Culpeper Street, not a pothole.

***FY 2001 Results:*** Meeting standard with only 6 potholes reported to date that have been repaired. Those not repaired within 48 were due to weather or non-availability of asphalt. Two reported potholes were actually holes in the gravel shoulder stone and not pavement failure. Most reports come from other town staff with only 2 reports from citizens.

***FY 2002 Results:*** Met standard with 5 potholes identified by citizens and repaired within 48 hours except in bad weather.

***Performance Target:*** Continue to maintain traffic on arterial streets during snowstorms and remove snow and ice off all travel ways within eight hours of snowfall ending. Side streets, collectors and parking lots are to have snow removed within sixteen hours of snowfall ending under normal snowstorms.

***Monitor:*** Departmental event log.

***FY 2000 Results:*** Maintained target on the five snows for the year.

***FY 2001 Results:*** Met the standard on all eight-snow days.

***FY 2002 Results:*** Met standard during all three-snow storms during the year.

***Performance Target:*** Street conditions should be rated good to excellent by 70% of respondents of an annual town wide survey in the categories of cleanliness, repair and riding comfort.

***Monitor:*** Citizen survey results.

***FY 2000 Results:*** 93% of respondents rated street conditions as “Good to Excellent”.

***FY 2001 Results:*** FY 2002 survey to be distributed by the end of May 2001.

***FY 2002 Results:*** 91% of respondents rated the street conditions as “good to excellent”.

***Performance Target:*** Place at least 2,000 pounds of crack sealing material.

***Monitor:*** Departmental event log.

**FY 2000 Results:** Did not meet the standard. The aggressive paving schedule, other commitments such as 5<sup>th</sup> Street Parking Lot, and lack of personnel have prevented performing the work.

**FY 2001 Results:** No crack sealant has been placed. There is a potential problem in achieving this standard for the year. The company that previously leased the sealing equipment and sold the material in bulk, no longer leases the equipment. Staff has not been able to find a firm that will lease equipment.

**FY 2002 Results:** Did not meet standard due to being unable to locate a piece of lease equipment. This standard needs to be dropped in the future.

**Performance Target:** Provide permanent pavement patches on utility work within five workdays of completion of the work or the closing of that portion of an excavation.

**Monitor:** Departmental event log.

**FY 2000 Results:** Due to personnel shortages during the summer, Blue Ridge Street Waterline and service connection for the Presbyterian Church were not patched timely. The Court and Hotel Street waterline replacement project went well with trenches patched within the same week. Alexandria Pike connection completed on time, but had to be left low due to roller breaking down, final toping was completed 5 days later.

**FY 2001 Results:** This continues to be a real success story for both PW and the Utility Departments. The Main Street waterline project was performed with the pavement cut being patched 90% of the time on the same day/night at the end of the workday. This has continued with Waterloo Street waterline and service replacements and other smaller repairs around town. There have been several small cuts that were not patched due to other priorities or weather delays and some patches have needed additional asphalt to smooth the riding surface.

**FY 2002 Results:** Meet the standard on Short Street. Did not meet standard on Beach Street and Douglas Street, primarily due to an over commitment by both the Public Works and Utility Departments.

**Performance Target:** Replace “key” downed road signs within one hour of notification during normal hours of operation and within two hours during off hours of operation.

**Monitor:** Departmental event log.

**FY 2000 Results:** All key signs replaced timely.

**FY 2001 Results:** All key signs are being replaced in a timely manner.

**FY 2002 Results:** Met standard with all key signs replaced in a timely manner.

**Performance Target:** Malfunctioning traffic signals will be corrected within three hours when within staff capability and within twelve hours when contractor’s help is required.

**Monitor:** Departmental event log.

**FY 2000 Results:** Meeting standard. Culpeper Street signal has been a reoccurring problem.

**FY 2001 Results:** Meeting standard. There were problems with re-occurring signal outages at the Culpeper Street traffic signal, the most recent repair appears to have corrected the problem.

**FY 2002 Results:** Met standard.

**Performance Target:** A safe work environment will be provided with no lost time accidents.

**Monitor:** VMLGSIA Workers’ Comp monthly report of claims made.

**FY 2000 Results:** No lost time accidents reported. There was one reported injury, which the individual was off two days, but on his own time.

**FY 2001 Results:** No lost time accidents reported to date.

**FY 2002 Results:** No lost time accidents.

**Performance Target:** All new construction and street repairs/upgrades will be performed to PFM/VDOT standards.

**Monitor:** Departmental log and project plans & design.

**FY 2000 Results:** Performing to standard. Certified by the Town Engineer.

**FY 2001 Results:** Town inspectors continue to insure developers build streets to PFM/VDOT standards and in questionable instances; the performance bond is being retained. Public Works street crews continue to perform repairs to standard. VDOT annual condition inspection in February 2001 was very favorable in

comments of the conditions of the town's streets.

***FY 2002 Results:*** All repairs and construction to VDOT standards. Annual VDOT street inspection again resulted in favorable comments.

<b>Function:</b>	<b>Public Works</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Arterial Street Maintenance</b>

### **Program Description**

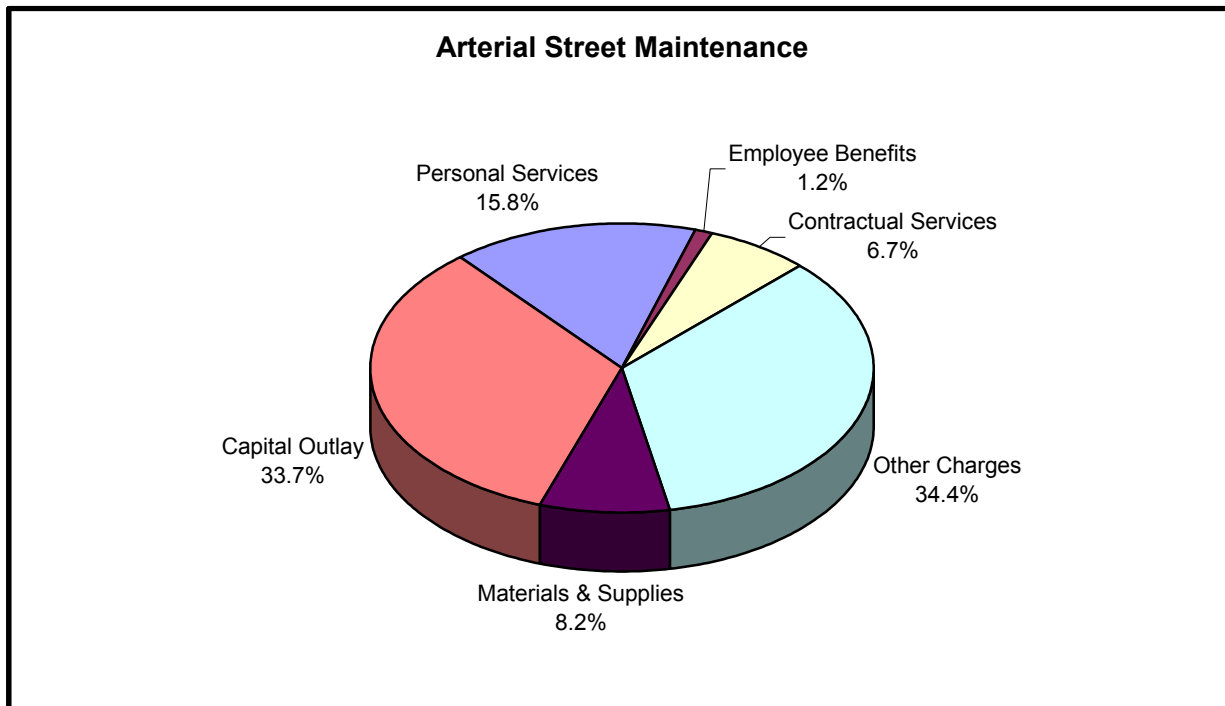
The costs associated with the maintenance activities of the 30.70 arterial street lane miles within the corporate limits are grouped under this department. Arterial Streets are the most significant roads in the area, serving the major centers of activity, constitute the highest traffic volume corridor and carries the major portion of through traffic in urban areas.

### **Manager's Message**

The arterial street maintenance budget funds road work and assigns costs for expenses related to maintenance, repairs and improvements to the Town's arterial network, as designated under the Federal Highway System (U.S. 17, U.S. 29 Business, U.S. 211, U.S. 15 Business, etc.). This budget request is a decrease of \$115,544 from the current year's budget. This decrease is due to a significant reduction in paving from FY02, which included the resurfacing of Broadview Avenue. The proposed paving schedule consists of a small section of Waterloo Street, Falmouth Street (from Lee to Shirley) and Alexandria Pike. The roadway sections were identified based on a VDOT rating system along with consideration of current and projected traffic volumes. Replacement of damaged or deteriorated curbs and gutters is programmed for various locations around town.

The budget for street lighting has increased \$3,000 due to the current and projected installation of additional street lights on Walker Drive. The "Payments on Contracts" item has increased by \$7,000 to provide for tree maintenance, pavement marking and landscaping/maintenance of the Welcome Sign areas and the plantings along the Route 29 By-pass.

## FY 2003 Appropriations At A Glance



### Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$40,902	\$66,000	\$47,603	\$61,000	(\$5,000)
Employee Benefits	3,018	5,049	3,553	4,666	(383)
Contractual Services	14,146	19,100	48,751	26,000	6,900
Other Charges	122,402	129,600	95,403	132,600	3,000
Materials & Supplies	20,842	32,825	13,438	31,755	(1,070)
Capital Outlay	59,668	248,971	246,127	129,980	(118,991)
Total	\$260,978	\$501,545	\$454,875	\$386,001	(\$115,544)

### Personnel Summary

Staff for this department is included in the general street maintenance department immediately preceding. Personal services, indicated above, include the total dollar value of actual services performed on arterial streets.

### FY 2003 Authorized FTE's

All authorized positions are detailed in the Street Maintenance Department section.

### FY 2002 Significant Accomplishments

- The streets continue to receive a superior rating from VDOT during the annual inventory inspection for maintenance payments. Although short 2 motor equipment operators for most of the year, crews have been able to keep pothole sightings to a minimum.

- Completed the last major pedestrian corridor linking the Old Town business with the businesses on the by-pass. Pedestrians now have a choice of Falmouth Street, Alexandria Pike/Blackwell Road, Winchester Street or Waterloo Street to safely walk to the business/commercial areas.
- 91% of respondents rated the condition and maintenance of the town's streets and sidewalks as "good to excellent" in the May 2001 Citizen Survey.
- 96% of respondents rated the snow and ice removal efforts of the Town as "good to excellent" in the May 2001 Citizen Survey.
- 95.5% of respondents rated the grass cutting and tree maintenance of the Town as "good to excellent" in the May 2001 Citizen Survey.
- Supervisors, operator and laborers continue to be conscientious towards safety with no injuries and only one minor vehicle accident experienced during the period.
- Purchased a new street sweeper that is much quieter, produces less dust when sweeping and is much more efficient than the older previous model.
- Milled, resurfaced, and re-striped Broadview Avenue which is the heaviest traveled section of street in the Town. The street was successfully resurfaced during the evening hours in order to reduce the impact to motorists.
- There have been no lost time personnel accidents/injuries and only one minor vehicle accident experienced for the first 5 months of the fiscal year.

### **FY 2003 Departmental Goals**

- Maintain the streets and roadways of the town in a condition that provides the motorist with a smooth riding, properly marked & signed, safe and comfortable pavement.
- During inclement weather, keep all major traffic corridors open for emergency vehicles and those motorist who must be on the road.
- Continue street beautification programs such as "Tree City USA" and "Adopt -a-Spots" to maintain the high visual appearance of the community for those traveling our streets.
- Install a traffic signal at the Falmouth and Lee Street intersection. The intersection has received numerous complaints from citizens and was identified in a VDOT traffic study as "failing".
- The completion of the Main Street rehabilitation project that is scheduled to begin in May 2002 will finally provide a safe travel surface, non-trip hazard sidewalks and attractive street improvements to the Old Town area which are long over due.

### **Performance Measurement Plan**

Included in the Street Maintenance Section.

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<b>Function:</b>	<b>Public Works</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Collector Street Maintenance</b>

**Program Description**

The costs relating to maintenance activities for the 43.84 lane miles of collector streets are accounted for in this function. Collector streets provide land access service and traffic circulation within residential, commercial and industrial areas. Collector streets collect local traffic and distribute it to the arterial system.

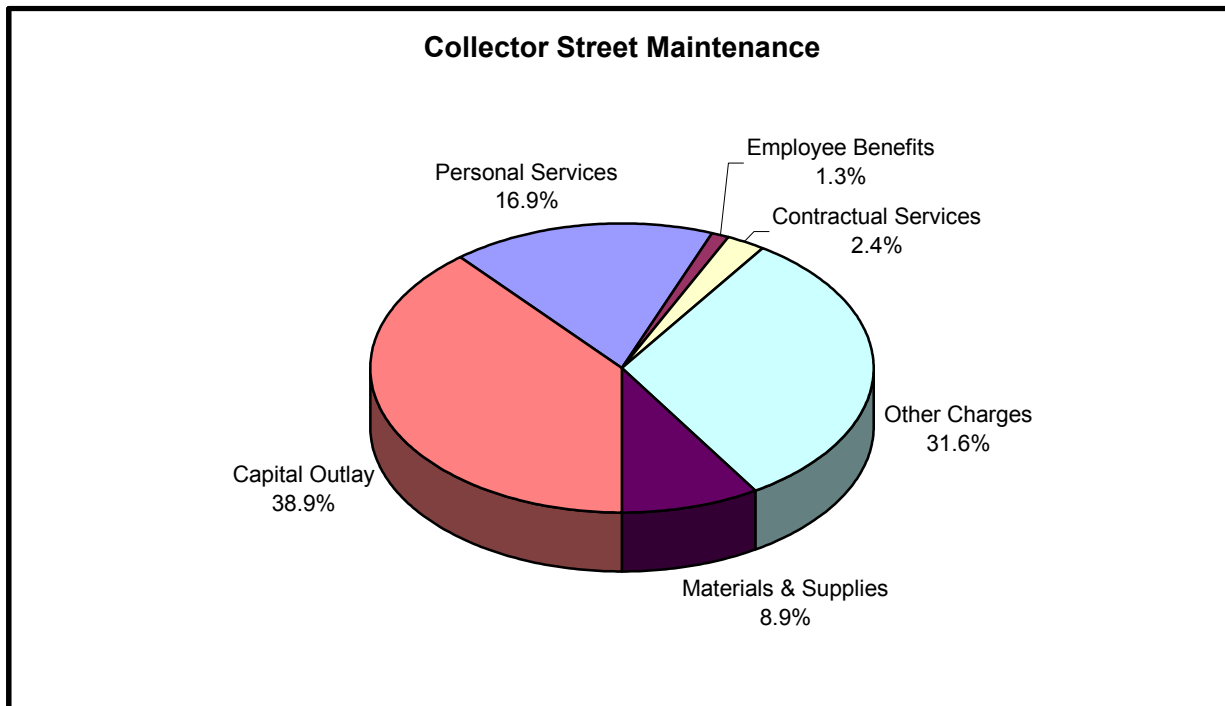
**Manager's Message**

The Collector Street budget increased by \$13,898 from the current year's budgeted amount due primarily to an increase in the amount of paving projected for the year (up \$18,760 from FY 2002). The budget is actually only \$20 above the FY01budget. The Collector budget provides funding for work on the less traveled streets of the Town as defined by the Virginia Department of Transportation.

Under the departmental budget, salaries and benefits are drawn down as projects are implemented or as work is carried out, much like the Arterial budget. In addition, funds are included under appropriate categories for snow removal, miscellaneous sidewalk curb and gutter repairs, supplies, replacement of damaged and old street signs, centerline markings and tree trimming. Fletcher Drive, North Fourth Street, Piedmont Street and Rappahannock Street are scheduled for paving. Spot replacement of damaged/deteriorated curbs and gutters is programmed at various locations around town. Included in the budget under "Culvert Replacement" is \$11,000 to replace the badly deteriorated drainage culverts along Sycamore Street, which are causing street and private property flooding during heavy rain events. In addition, the "payments on contracts" line item includes funds for centerline striping (\$4,000) and miscellaneous tree management/maintenance projects (\$3,000).



## FY 2003 Appropriations At A Glance



### Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$38,954	\$55,000	\$45,014	\$50,000	(\$5,000)
Employee Benefits	3,028	4,207	3,307	3,825	(382)
Contractual Services	11,544	9,000	5,906	7,000	(2,000)
Other Charges	72,772	93,500	57,158	93,500	0
Materials & Supplies	16,083	27,380	10,800	26,380	(1,000)
Capital Outlay	105,590	92,920	78,122	115,200	22,280
Total	\$247,971	\$282,007	\$200,307	\$295,905	\$13,898

### Personnel Summary

Staff for this department is included in the general street maintenance department immediately preceding. Personal services, indicated above, include the total dollar value of actual services performed on arterial streets.

### FY 2003 Authorized FTE's

All authorized positions are detailed in the Street Maintenance Department section.

### FY 2002 Significant Accomplishments

- The streets continue to receive a superior rating from VDOT during the annual inventory inspection for maintenance payments. Although short 2 motor equipment operators for most of the year, crews have been able to keep pothole sightings to a minimum.

- Completed the last major pedestrian corridor linking the Old Town business with the businesses on the by-pass. Pedestrians now have a choice of Falmouth Street, Alexandria Pike/Blackwell Road, Winchester Street or Waterloo Street to safely walk to the business/commercial areas.
- 91% of respondents rated the condition and maintenance of the town's streets and sidewalks as "good to excellent" in the May 2001 Citizen Survey.
- 96% of respondents rated the snow and ice removal efforts of the Town as "good to excellent" in the May 2001 Citizen Survey.
- 95.5% of respondents rated the grass cutting and tree maintenance of the Town as "good to excellent" in the May 2001 Citizen Survey.
- Supervisors, operator and laborers continue to be conscientious towards safety with no injuries and only one minor vehicle accident experienced during the period.
- Purchased a new street sweeper that is much quieter, produces less dust when sweeping and is much more efficient than the older previous model.
- Milled, resurfaced, and re-stripped Broadview Avenue which is the heaviest traveled section of street in the Town. The street was successfully resurfaced during the evening hours in order to reduce the impact to motorists.
- There have been no lost time personnel accidents/injuries and only one minor vehicle accident experienced for the first 5 months of the fiscal year.

### **FY 2003 Departmental Goals**

- Maintain the streets and roadways of the town in a condition that provides the motorist with a smooth riding, properly marked & signed, safe and comfortable pavement.
- During inclement weather, keep all major traffic corridors open for emergency vehicles and those motorist who must be on the road.
- Continue street beautification programs such as "Tree City USA" and "Adopt -a-Spots" to maintain the high visual appearance of the community for those traveling our streets.
- Install a traffic signal at the Falmouth and Lee Street intersection. The intersection has received numerous complaints from citizens and was identified in a VDOT traffic study as "failing".
- The completion of the Main Street rehabilitation project that is scheduled to begin in May 2002 will finally provide a safe travel surface, non-trip hazard sidewalks and attractive street improvements to the Old Town area which are long over due.

### **Performance Measurement Plan**

Included in the Street Maintenance Section

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<b>Function:</b>	<b>Public Works</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Refuse Collection</b>

**Program Description**

The Refuse Collection budget covers all costs of collection and disposal of solid waste by Town crews including twice a week refuse collection and disposal of junk and materials during the Town's twice annual community cleanups. As Council knows, refuse collection is provided to all homes in the community and approximately 850 businesses without additional fees or charges being assessed by the Town.

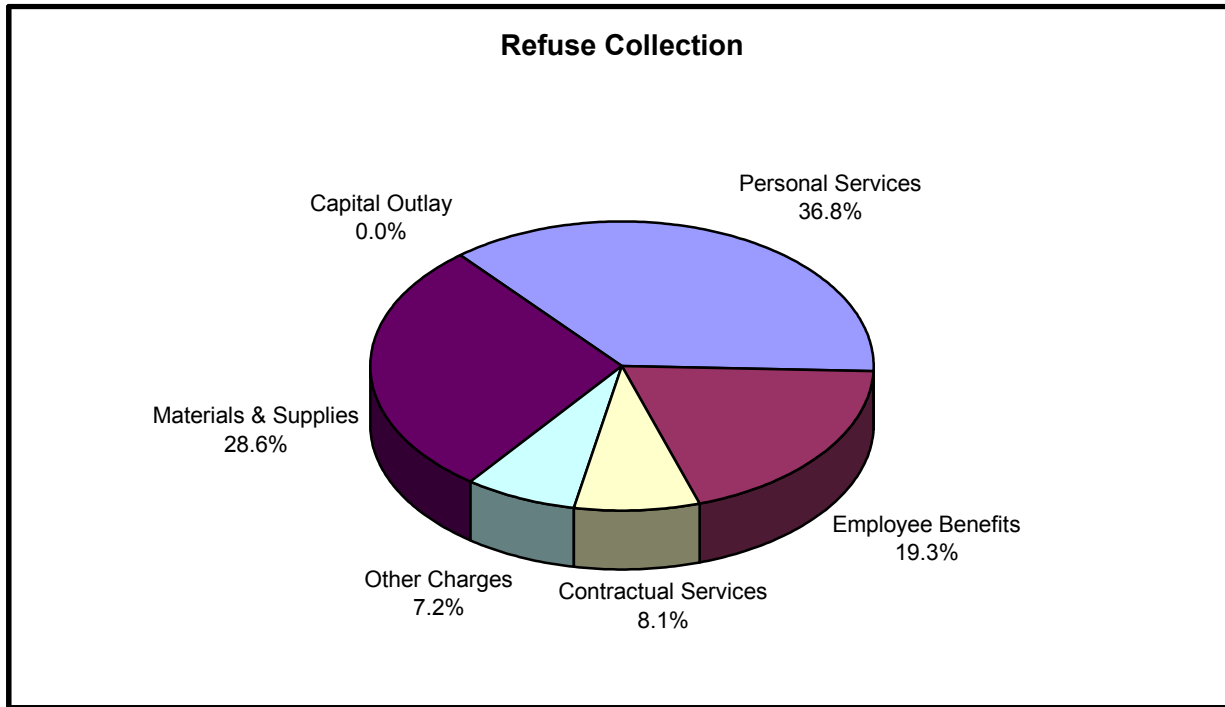
**Manager's Message**

The Fiscal Year 2003 budget for refuse collection shows a slight decrease for the second straight year in a row with the proposed budget being \$23,265 lower than the FY 2002 budget. The main item contributing to the reduction is a projected \$100,000 reimbursement in landfill tipping fees. In FY 02 the Town received a reimbursement of \$103,000 from the County as the Town's portion of construction debris fees collected. Per the County a similar reimbursement is expected in FY03. The second major factor in the projected budget reduction is the forecast retirement of the two most senior members of the trash crews with the anticipation of their replacements being at lower pay scales. Tipping fees at the County landfill are projected to remain constant at \$38 a ton.

These two budget savings are partially offset by the need to replace one refuse collection truck in order to upgrade the primary collection fleet. The Town currently has two primary collection trucks (models 1995 and 1990) that are used every workday for refuse and recycling collections. Two older models (1886 and 1987) are used as backups for the primary trucks when down for maintenance, brush/leaf/bi-annual cleanout collections, and on the 10 legal holidays in which all 4 trucks are needed to double up on the collections of refuse and recycling. It is proposed that with the purchase of the new truck, the current primary collection vehicle (#26 which is a 1990 model with 75,461 miles and \$14,810 in maintenance costs over the past 3 years) be relegated to the secondary role of backup and brush/leaf/bi-annual cleanout collections replacing vehicle #66. Although these vehicles only travel on average approximately 35-40 miles a day, the travel on the routes rarely involves driving above the lower transmission gears and involves between 750 – 1,000 stop/starts per day. This type of operation causes unusual wear on the vehicle considering its age and mileage. With the approval of this item, it will be 2003 before a new vehicle can be purchased and placed into service. The increased growth in the number of residences to be served (an increase of 400 tons per year and 300 households in the last 3 years) and the associated increase in mileage to provide service places an added demand on the fleet and the need for reliable equipment to provide the service that is most visible to the citizens.

It should be noted that the Town's waste stream has undertaken considerable growth in the last 3 years with landfill tonnage increasing from 2,809 tons in FY99 to 3,400 tons in FY01. As the Town's households continue to increase (over 2,900 currently served) the cost for twice a week collection (budget divided by the number of households) has actually declined to \$131.82 per year for solid waste service to a household, down from \$145.78 per household last year.

## FY 2003 Appropriations At A Glance



## Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$175,083	\$164,224	\$193,992	\$141,712	(\$22,512)
Employee Benefits	68,724	76,165	62,341	74,439	(1,726)
Contractual Services	133,603	122,092	35,913	31,170	(90,922)
Other Charges	23,548	27,375	463	27,600	225
Materials & Supplies	10,714	18,554	17,882	110,224	91,670
Capital Outlay	0	0	0	0	0
<b>Total</b>	<b>\$411,672</b>	<b>\$408,410</b>	<b>\$310,591</b>	<b>\$385,145</b>	<b>(\$23,265)</b>

## Personnel Summary

Full Time	4.8	4.8	4.8	4.8	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>4.8</b>	<b>4.8</b>	<b>4.8</b>	<b>4.8</b>	<b>0.0</b>

### **FY 2003 Authorized FTE's**

<b>Position</b>	<b>Full Time Equivalent Employees (FTE's)</b>
Crew Foreman	1.6
Motor Equipment Operator I	1.6
Laborers	1.6
Total Authorized Positions	4.8

### **FY 2002 Significant Accomplishments**

- Increased service to 147 additional households which have been added to the town from new construction ( Menlough, Breezewood, Ridges, Highlands single family Phases 1&2, Menlough Patio Homes, Menlough Town Homes, and numerous individual lots.
- Complaints of service have been minimal with a slight increase over last year. Staff continues to respond to calls of missed pick-up even if the trash was not at curbside on time.
- Routes were served with only one minor vehicle accident by either crew has expired any loss time accidents from personal injuries to date.
- Continued to try to provide improved service to the Town residents during difficult 4 day holiday periods by providing trucks at the Public Works facility for citizens to deposit trash that was backing up at their homes. This service was widely advertised in newsletter, newspapers, cable TV and web page, thus helping to reduce the numerous complains received in December 2000.

### **FY 2003 Departmental Goals**

- With the growth of residential development over the past 3 years and the current average of almost 200 residential units per year, we have seen a corresponding increase in the annual landfill tonnage. This coming year the joint goal of refuse and recycling is not to exceed 3,200 tons of refuse land filled.
- Performance Standard: Monitor monthly tonnage to keep year end tonnage to below 3,200 tons. Coordinate recycle programs to assist in removing recyclable items from the waste stream.
- Maintain the high level of service.
- Performance Standard: Receive not more than 6 legitimate service complaints per crew for the year, (noise, spillage of trash and orderly replacement of receptacles curbside.)
- Continue to meet the high expectations of the citizens of Warrenton.
- Performance Standard: Receive an excellent/good rating by at least 90% of respondents of the annual citizen survey.
- Continue to investigate alternative sources for refuse disposal and/or collection to significantly reduce costs both short term and long term.

- Performance Standard: Staff to report findings to the manager and council as potential options or sources develop.
- Service to always be provided on time as scheduled, except in case of extreme weather.
- Performance Standard: All refuse collected on time, not starting before 8:00a.m. and finishing before 4:30 p.m. daily, no property, business or residence missed.
- Zero instances of damage to private property.

## **Performance Measurement Plan**

### ***Statement of Purpose***

The collection and disposal of residential and commercial solid waste.

### ***Program Inputs***

FY 2003 Budget	\$385,145
FTE's	4.8

### ***Program Effectiveness Measures***

***Performance Target:*** Maintain a high level of service with not more than ten legitimate complaints of service received per crew for the year. (Noise, spillage of trash and orderly replacement of receptacles curbside.)

***Monitor:*** Departmental event log.

***FY 2000 Results:*** There have been only a couple complaints per crew this year concerning the crew activity at a residence/business. A large number of complaints were received concerning the holiday schedule for Christmas, primarily from citizens not being aware that Mondays December 27<sup>th</sup> and January 3<sup>rd</sup> were holidays. Will re-evaluate for next season. Inquires from citizens are referred to crews the same day and any situations were rectified the same workday.

***FY 2001 Results:*** There have been an increase number of complaints per crew this year concerning the crew activity at a residence/business. The largest numbers of complaints were received concerning the holiday schedule for Christmas, New Years and Jackson/King 4 day weekends. The complaints were primarily from citizens not being aware that the Governor had given additional days for the holidays. Continuing to re-evaluate for next season. Inquires from citizens are referred to the responsible crews the same day and any situations were rectified the same workday.

***FY 2002 Results:*** Total complaints were less than 20. Three 4-day holidays were serviced with minimal complaints from the public compared to past years due providing trucks at the PW shop and at a central location in town for residents to drop off trash that could not wait for the next service day.

***Performance Target:*** Refuse collection services should be rated as “good to excellent” by at least 70% of respondents to an annual survey of town residents.

***Monitor:*** Citizen survey results.

***FY 2000 Results:*** 96% of respondent rated refuse collection services as “Good to excellent”.

***FY 2001 Results:*** FY 2002 survey to be distributed by the end of May 2001.

***FY 2002 Results:*** 95% of respondents rated the trash service as “good to excellent”.

***Performance Target:*** Service shall be provided, except in case of extreme weather on a regular basis, not

starting before 8:00a.m.and finishing before 4:30 p.m.

**Monitor:** Departmental event log.

**FY 2000 Results:** On several occasions both crews have been reported starting their routes before 8:00 a.m. No instances of taking longer than 4:30 p.m. Crews did not miss a single day of service due to inclement weather.

**FY 2001 Results:** Service has been provided on every scheduled day this year regardless of the weather conditions. There have been 3 instances in which the crews started before 8:00 a.m. and had to be directed back to areas when complaints have come in due to early starts.

**FY 2002 Results:** Service provided every scheduled collection day and within the time allotment.

**Performance Target:** Have zero instances of damage to private property.

**Monitor:** VML Insurance monthly report of claims made.

**FY 2000 Results:** No reports of property damage.

**FY 2001 Results:** No reports of property damage, although 2 complaints of not showing care to the empty trash cans.

**FY 2002 Results:** No reports of private property damage.

**Performance Target:** Safe operation of equipment/vehicles by staff including employees getting on and off the truck with the result of no lost time accidents/injuries. Proper lifting techniques shall be employed.

**Monitor:** VMLGSIA Workers' Comp monthly report of claims made.

**FY 2000 Results:** No vehicle accidents or personnel injuries reported.

**FY 2001 Results:** Experienced one incident in which a crewmember fell off the back of the truck while it was moving. There was no serious injury, but the member was out for 2 weeks. One minor vehicle accident occurred with the truck striking another vehicle as it was backing out from servicing a business.

**FY 2002 Results:** No accidents or injuries experienced.



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<b>Function:</b>	<b>Public Works</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Recycling Program</b>

### **Program Description**

The Recycling department accounts for all costs associated with the coordination and management of the recycling collection program for the Town of Warrenton. The collection activity has been privatized, and provides for the collection of co-mingled household and business glass, metal, and plastics. The Town's refuse crews collect newspapers and corrugated cardboard one day a week. Other Public Works crews perform leaf and brush collection.

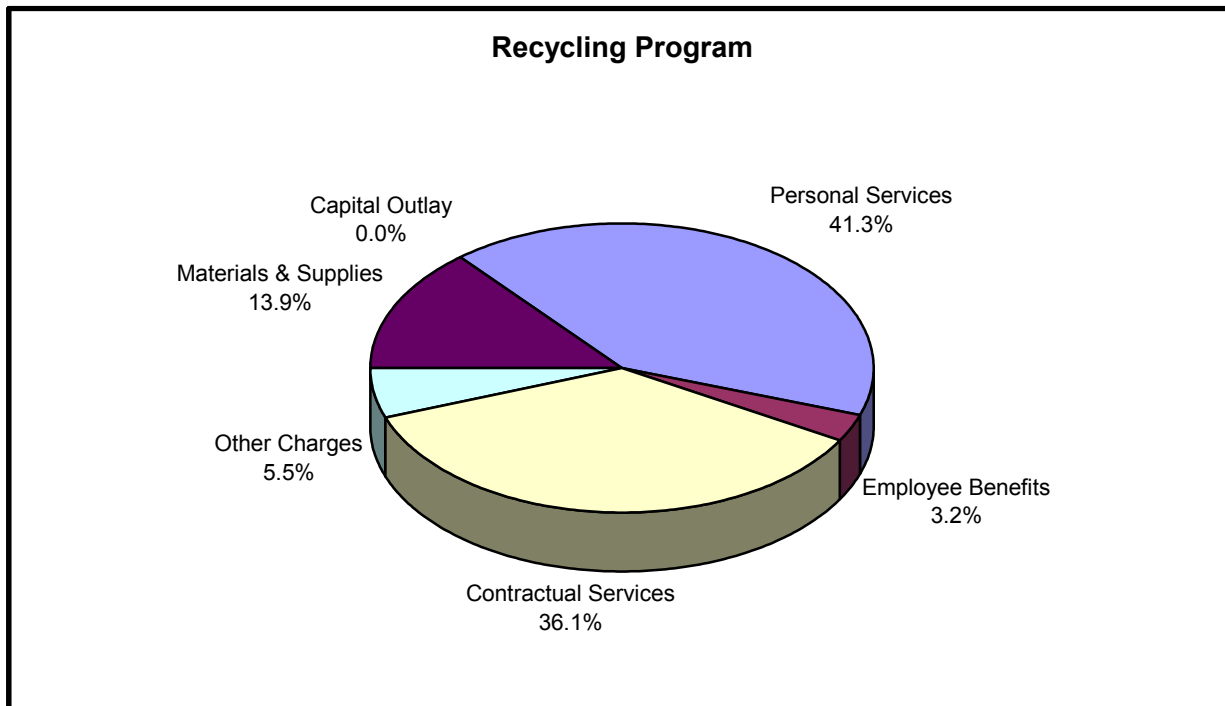
The Town's goal relating to the recycling program is to meet the mandated rates for the community, as established by the Commonwealth of Virginia, and to provide a service to the public that protects the environment and reduces tonnage of waste going to the county landfill.

### **Manager's Message**

The Town's recycling program continues to meet and exceed the federal and state mandated 25% annual recycling rate from the waste stream. The Town exceeded this amount by recycling thirty percent (30%) for the fiscal year 2002. The 2,217 tons collected is a 16% increase from FY01, but the recycle rate is actually lower due to the increased growth in the community and the additional refuse collected.

Town staff collects newspapers and cardboard weekly and a private contractor picks up blue bags on a weekly basis. Blue bag costs have been kept steady by the continued use of the County recycling center at the Fauquier County landfill at no cost for handling the material. By managing the private blue bag contract with only a minor increase in costs, along with a reduction on personnel due to the loss of senior personnel and replacements at a lower scale, the currently proposed budget is slightly less than last year's.

## FY 2003 Appropriations At A Glance



### Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$37,626	\$41,806	\$37,266	\$37,928	(\$3,878)
Employee Benefits	2,851	3,198	2,838	2,902	(296)
Contractual Services	30,386	33,350	30,289	33,200	(150)
Other Charges	6,755	5,030	41	5,049	19
Materials & Supplies	9,113	12,800	136	12,800	0
Capital Outlay	0	0	0	0	0
<b>Total</b>	<b>\$86,731</b>	<b>\$96,184</b>	<b>\$70,570</b>	<b>\$91,879</b>	<b>(\$4,305)</b>

### Personnel Summary

Full Time	1.2	1.2	1.2	1.2	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>1.2</b>	<b>1.2</b>	<b>1.2</b>	<b>1.2</b>	<b>0.0</b>

**FY 2003 Authorized FTE's**

<b>Position</b>	<b>Full Time Equivalent Employees (FTE's)</b>
Crew Foreman	0.4
Motor Equipment Operator I	0.4
Laborers	0.4
Total Authorized Positions	1.2

No dedicated full-time personnel are authorized for this program. Pick ups are conducted by existing solid waste, Public Works staff and an independent contractor.

**FY 2002 Significant Accomplishments:**

- Recycling services rated “good to excellent” by 95% of respondents of the May 2001 Town Survey.
- Achieved a recycle rate of 30.4% for fiscal year 2001.
- Contracting for blue bag collection's, into its 5th year of performance, The program is performing well continuing to save \$26,000 annually over the budget level of 5 years ago. The new contractor has not performed to the level of previous contractors , but has improved throughout the year.
- Recycling program operated below budget for FY01 while maintaining a high level of service. Being able to use the FC recycling center at no charge for blue bags continues to enable the contracted program to provide the service at approximately the same contract price for 5 years, with minor increases.

**FY 2003 Departmental Goals:**

- Continue to work with Fauquier County to expand the products being processed by the County recycling center.
- Increase recycle tonnage by 12.5% over FY01 total of 2,217 tons.
- Continue to investigate means of increasing revenue through new markets for recycle products and to reducing operational costs:

**Performance Measurement Plan*****Statement of Purpose***

The collection and disposal of residential and commercial recyclable materials.

***Program Inputs***

FY 2003 Budget	\$91,879

FY 2003 Budget	\$91,879
FTE's	1.2

### ***Program Effectiveness Measures***

***Performance Target:*** Recycling services rated “good to excellent” by 70% of respondents to a town wide annual survey.

***Monitor:*** Citizen survey results.

***FY 2000 Results:*** 92% of respondents rated recycling services as “Good to excellent”.

***FY 2001 Results:*** FY 2002 survey to be distributed by the end of May 2001.

***FY 2002 Results:*** 95% of respondents rated recycling services as “good to excellent”.

***Performance Target:*** All recycling picked up on time 100% of time (not before 8:00 a.m. or after 4:30 p.m.)

***Monitor:*** Departmental event log.

***FY 2000 Results:*** This has been achieved. Contractor has become proficient in the route, but staff still, on rare occasions has to respond to missed bags, which usually are due to bags being late placed curbside.

***FY 2001 Results:*** Meeting the standard to date. There has been a slight learning process with the award of the collection contract to a new contractor. Several areas of Town were originally missed, but the contractor quickly redirected his forces to the areas missed. The learning curve has been much shorter than for the previous contractor at his start 4 years ago.

***FY 2002 Results:*** Contractor has been very diligent in making collections on time, but with personnel turnovers the PW staff has on occasion had to cover missed areas, example Cherry Tree Lane.

***Performance Target:*** Maintain a high level of service with not more than ten legitimate customer service complaints received per town crew for the year and fifteen for “blue bag” contractor.

***Monitor:*** Departmental event log.

***FY 2000 Results:*** All calls for miss service are corrected the same day. In practically all cases the bags are set out after 8:00 a.m. and are the only ones on a street missed, indicating that the crew had already collected for that area.

***FY 2001 Results:*** All calls for a missed service are corrected the same day. There has been a slight learning process with the award of the collection contract to a new contractor. Several areas of town were originally missed, but the contractor quickly redirected his forces to the areas missed. In the other cases reported, most of the recycling was set out after 8:00 a.m. and are the only ones on a street missed, indicating that the crew had already collected for that area. There has been an increase of missed cardboard in which the crew made the collection before going home for the day.

***FY 2002 Results:*** Had 12 calls after hours of missed recycling material. This occurred mainly on the Wed after a Monday holiday with PW crews having to fill in for cardboard and newspaper which is not their normal duties and areas were missed. Except for those cases, collections are made within time.

***Performance Target:*** Any missed recycling to be collected the same day as reported.

***Monitor:*** Departmental event log.

***FY 2000 Results:*** 3 missed cardboard had to be collected the next day, primarily due to the call coming after duty hours. All calls prior to 4:30 p.m. have been handled the same day as the call day. During Monday holiday weeks the street crews fill-in on the cardboard and newspaper collection and due to unfamiliarity with the routes, calls are received concerning missed stops, but crews are radioed of the problem and complete the route before the end of the day.

***FY 2001 Results:*** There have been 5 missed cardboard that had to be collected the next day, primarily due to the call coming after duty hours. All calls prior to 4:30 p.m. have been handled the same day as the call day. During Monday holiday weeks the street crews fill-in on the cardboard and newspaper collection and due to unfamiliarity with the routes places, calls are received concerning missed stops, but crews are radioed of the problem and complete the route before the end of the day.

***FY 2002 Results:*** 5 calls had to be collected the next day due to being called in after 4:30 p.m.

**Performance Target:** Maintain a 35% recycling rate for town.

**Monitor:** Departmental event log.

**FY 2000 Results:** Recycle rate is currently at 38% as of the end of April.

**FY 2001 Results:** Currently just below the standard at 33.7% for the FY. Under revised computation guidelines from DEQ, sludge is included, but only appears on the reports every 3-4 months when it is land applied which causes considerable fluctuations in the rate through out the year.

**FY 2002 Results:** 30.4% recycle rate for the calendar year that was below standard, but within the state mandate.

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<b>Function:</b>	<b>Public Works</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Buildings &amp; Grounds Maintenance</b>

**Program Description**

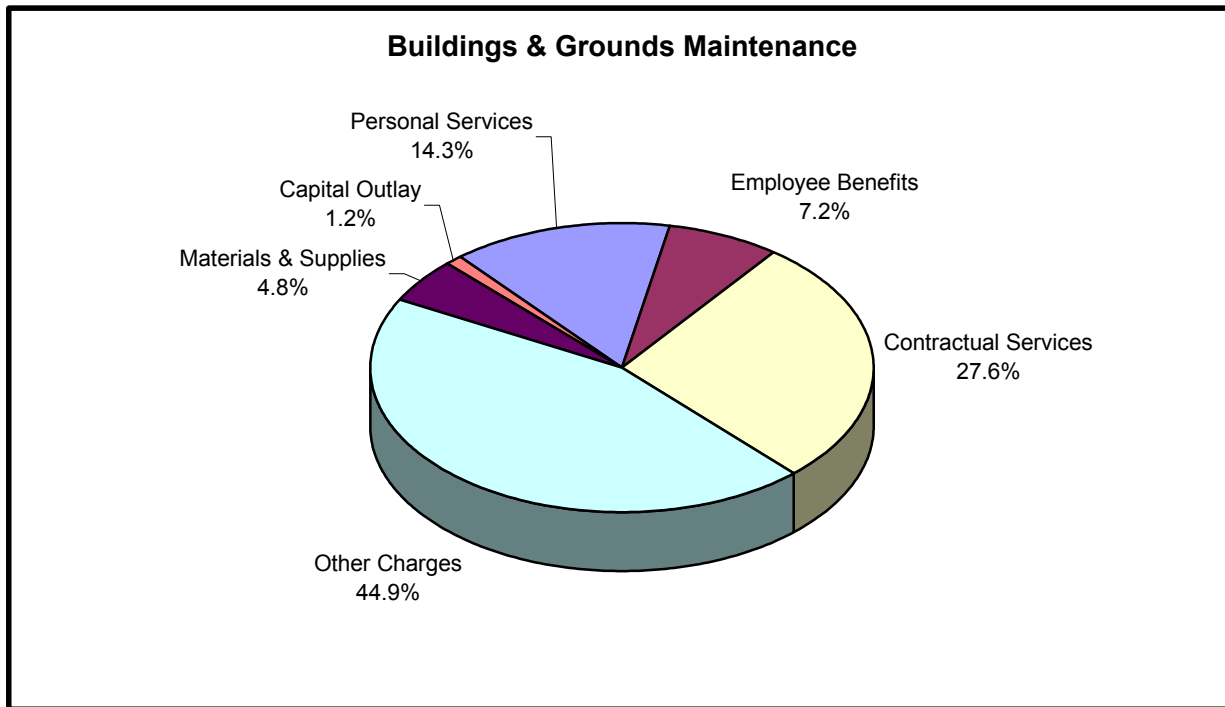
This department is responsible for maintenance, repair and custodial functions for all Town owned or occupied buildings and grounds and identifies costs associated with general office equipment maintenance leases, contractual janitorial services and miscellaneous maintenance projects on public grounds, including public green space and the gateways to Warrenton.

Maintenance is performed by the building maintenance mechanic. Public Works crews and seasonal personnel perform care of open spaces.

**Manager's Message**

The "Maintenance" budget provides funding for operation of all Town-owned buildings, structures and properties, their maintenance and repair. For the second straight year, the budget has declined from the prior year with this budget being \$59,492 less than the FY2002 budget. The decrease is due to scheduled completion of the new Public Safety Facility and the end of the Police Department's lease in July/August 2002. To this end, the custodial budget has been increased to prepare for estimated costs of custodial service/maintenance for a larger building and the budget also includes items for electric, heating, insurance and repairs for all Town buildings taking into consideration a move to the new police facility. The lease of the old "Wherehouse" building to the Salvation Army has generated revenue of \$1,800, but also comes with increased maintenance of the facility as a "landlord".





#### Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$21,449	\$22,093	\$25,685	\$23,345	\$1,252
Employee Benefits	10,782	11,660	10,477	11,841	181
Contractual Services	48,007	39,491	35,034	45,173	5,682
Other Charges	126,938	137,343	124,520	73,436	(63,907)
Materials & Supplies	8,352	10,604	6,160	7,904	(2,700)
Capital Outlay	7,006	2,000	2,256	2,000	0
Total	\$222,534	\$223,191	\$204,132	\$163,699	(\$59,492)

#### Personnel Summary

Full Time	1.0	1.0	1.0	1.0	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	1.0	1.0	1.0	1.0	0.0

### **FY 2003 Authorized FTE's**

Position	Full Time Equivalent Employees (FTE's)
Building Maintenance Mechanic	1.0
Total Authorized Positions	1.0

### **FY 2002 Significant Accomplishments**

- Continued to provide a high level of maintenance to Town Hall providing the best working environment considering the age of the building and the potential requirement for a new facility.
- No personal injury accidents were experienced in any of the town owned facilities due to a facility condition. Experienced one incident of “claimed” injury in the Salvation Army leased building; that incident is questionable and being covered by the Army insurance.
- Staff worked with the Baptist church and local residents in the development of a cooperative agreement and the design of a 51space parking lot to supplement the Old Town area.
- Improved the lighting in the Town Hall Council Chambers with the total replacement of all overhead lights
- Provided analysis and preliminary engineering for Council in their decision process for the purchase of property for a new recreation area and complex.
- Advertised, selected architects, and managed the design and construction of the Public Safety Facility.
- Managed the removal of approximately 12,000 cubic yards of excess dirt and rock from the proposed Public Safety Facility site at the minimal cost of \$19,000.
- Appearance and conditions of Town owned properties were rated “good to excellent” by **98%** of residents of the May 2001 Town wide survey.

### **FY 2003 Departmental Goals**

- Maintain and repair facilities to a level in which there are **zero accidents** to personnel or the public place the town in a liability situation.
- Receive a rating of good/excellent from 90% of citizens responding to a town wide survey for the appearance and condition of Town owned buildings, parking lots and gateway entrances to town.
- Maintain a safe working environment.
- Improve the appearance of the most recently constructed parking lots with landscaping and tree cover.

## Performance Measurement Plan

### *Statement of Purpose*

To determine the needs of the citizenry and the best way to respond to them and to establish ordinances, policies and budgets that ensure these needs are met.

### *Program Inputs*

FY 2003 Budget	\$163,699
FTE's	1.0

### *Program Effectiveness Measures*

**Performance Target:** Maintain and repair facilities at a level in which there are zero accidents to personnel or the public that would place the Town in a liability situation.

**Monitor:** VML Insurance monthly report of claims made.

**FY 2000 Results:** No claims reported.

**FY 2001 Results:** No claims reported.

**FY 2002 Results:** No claims reported.

**Performance Target:** Receive a rating of good/excellent from 70% of citizens responding to a town-wide survey for the appearance and condition of Town-owned buildings, parking lots and gateway entrances to Town.

**Monitor:** Citizen survey results.

**FY 2000 Results:** 98% of respondents rated Town properties, parking lots and gateway entrances as "good to excellent".

**FY 2001 Results:** FY 2002 survey to be distributed by the end of May 2001.

**FY 2002 Results:** 97% of respondents rated facilities as "good to excellent".

**Performance Target:** Promote safe work practices and a safe working environment with no lost time accidents/injuries

**Monitor:** VMLGSIA Workers' Comp monthly report of claims made.

**FY 2000 Results:** No claims reported.

**FY 2001 Results:** No claims reported.

**FY 2002 Results:** No claims reported.

<b>Function:</b>	<b>Parks</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	

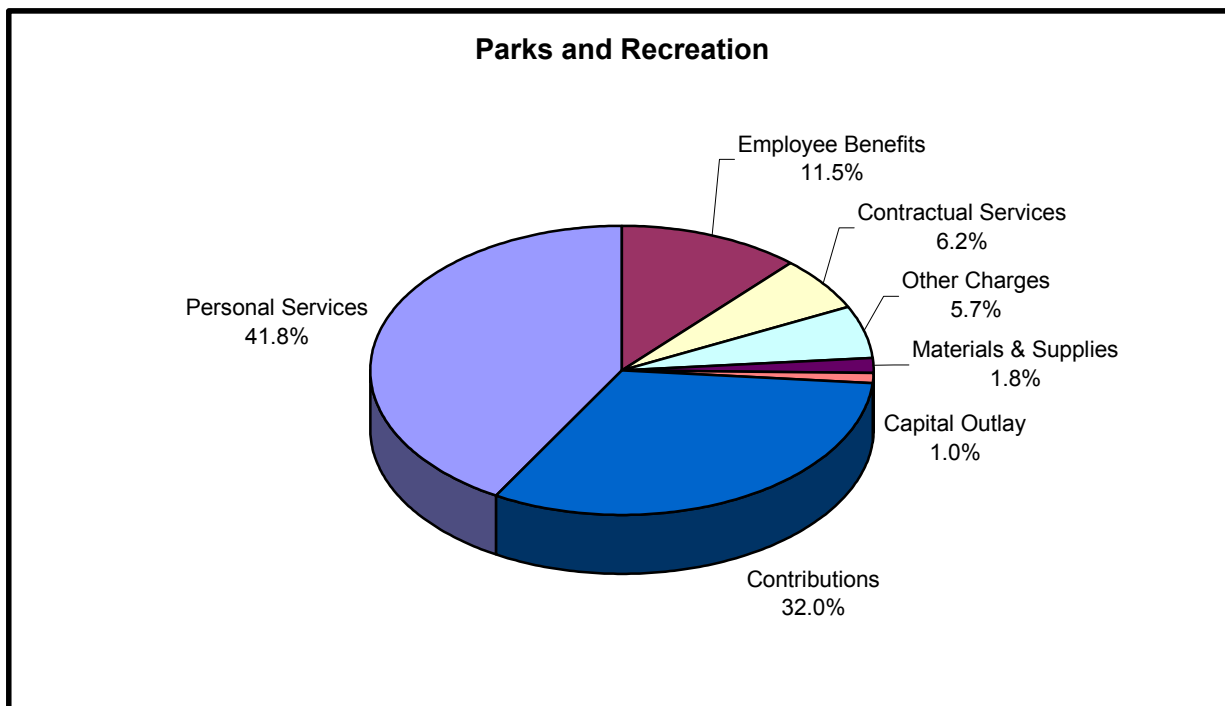
### Program Description

The Parks and Recreation Department accounts for contributions to outside agencies for Parks and Recreation related activities, contributions for cultural enrichment, maintenance of Town owned parks and maintenance of the Town's Cemetery.

### Manager's Message

Even though the Town does not have an actual Parks and Recreation department, as these activities are performed by the County, the Town does contribute to organizations for recreational and cultural activities as well as maintain Eva Walker Park and the Town's Cemetery. The cemetery section of this department is partially supported by fees associated with burials. This function represents expenditures of \$152,007, an increase of \$7,715 over the current fiscal year.

### FY 2003 Appropriations At A Glance



### Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$55,957	\$62,880	\$67,805	\$63,569	\$689
Employee Benefits	16,336	19,748	15,211	17,524	(2,224)
Contractual Services	7,797	4,164	1,943	9,440	5,276
Other Charges	13,358	6,592	3,553	8,716	2,124
Materials & Supplies	1,737	2,658	4,443	2,508	(150)
Capital Outlay	8,768	500	1,055	1,500	1,000
Contributions	47,070	47,750	46,803	48,750	1,000
Total	\$151,023	\$144,292	\$140,813	\$152,007	\$7,715

### Personnel Summary

Full Time	2.0	2.0	2.0	2.0	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	2.0	2.0	2.0	2.0	0.0

Only the cemetery maintenance section has dedicated staff. Public Works crews perform maintenance and seasonal labor at the parks with some supported activities contracted and charged to the department accordingly.

### FY 2003 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Total Authorized Positions	2.0

### FY 2002 Significant Accomplishments

- Staff continued to evaluate properties for potential expansion of town park/recreational facilities. Conceptual layouts of athletic fields and an indoor center for council with emphasis on two- properties on the edge of Town.
- Park facilities and grounds were rated “good to excellent” by **98%** of the respondents of a town wide survey conducted in May 2001.
- Completed the installation of a concrete fence around Eva Walker Park, improving the overall appearance of the park.
- Staff evaluation 2 properties for potential expansion of town park/ recreation facilities. Conceptual layouts of athletic fields and an indoor center with pool included in conceptual development plans for each site.

## **FY 2003 Departmental Goals**

- Continue to maintain facilities to a standard in which the town is not liable due any injury or property loss due to sub-standard conditions at any park.
- Provide the citizens of the Town with park facilities which are attractive, clean, functional, safe and generally pleasant to visit.

## **Performance Measurement Plan**

### ***Statement of Purpose***

The maintenance and upgrade of all Town owned public parks in cooperation with the Fauquier County Department of Parks & Recreation.

### **Program Inputs**

FY 2003 Budget	\$152,007
FTE's	2.0

### ***Program Effectiveness Measures***

***Performance Target:*** Maintain park facilities to a standard in which the Town is not held liable for any injury or property loss due to sub-standard conditions.

***Monitor:*** VML Insurance monthly report of claims made.

***FY 2000 Results:*** No claims reported.

***FY 2001 Results:*** No claims reported to date.

***FY 2002 Results:*** No claims reported to date.

***Performance Target:*** Appearance, condition of facilities and playground equipment rated as “good to excellent” by 70% of respondents to an annual citizens survey.

***Monitor:*** Citizen survey results.

***FY 2000 Results:*** 98% of respondents rated Town properties, parking lots and gateway entrances as “good to excellent”.

***FY 2001 Results:*** FY2001 survey to be distributed by the end of May 2001.

***FY 2002 Results:*** 94% of respondents rated Town properties, parking lots and gateway entrances as “good to excellent”.

***Performance Target:*** Maintain safe work practices and environment with no lost time accidents/injuries.

***Monitor:*** VMLGSIA Workers' Compensation Insurance monthly report of claims made.

***FY 2000 Results:*** No accidents/injuries.

***FY 2001 Results:*** No claims reported to date.

***FY 2002 Results:*** No claims reported to date.

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<b>Function:</b>	<b>Parks</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Parks Maintenance</b>

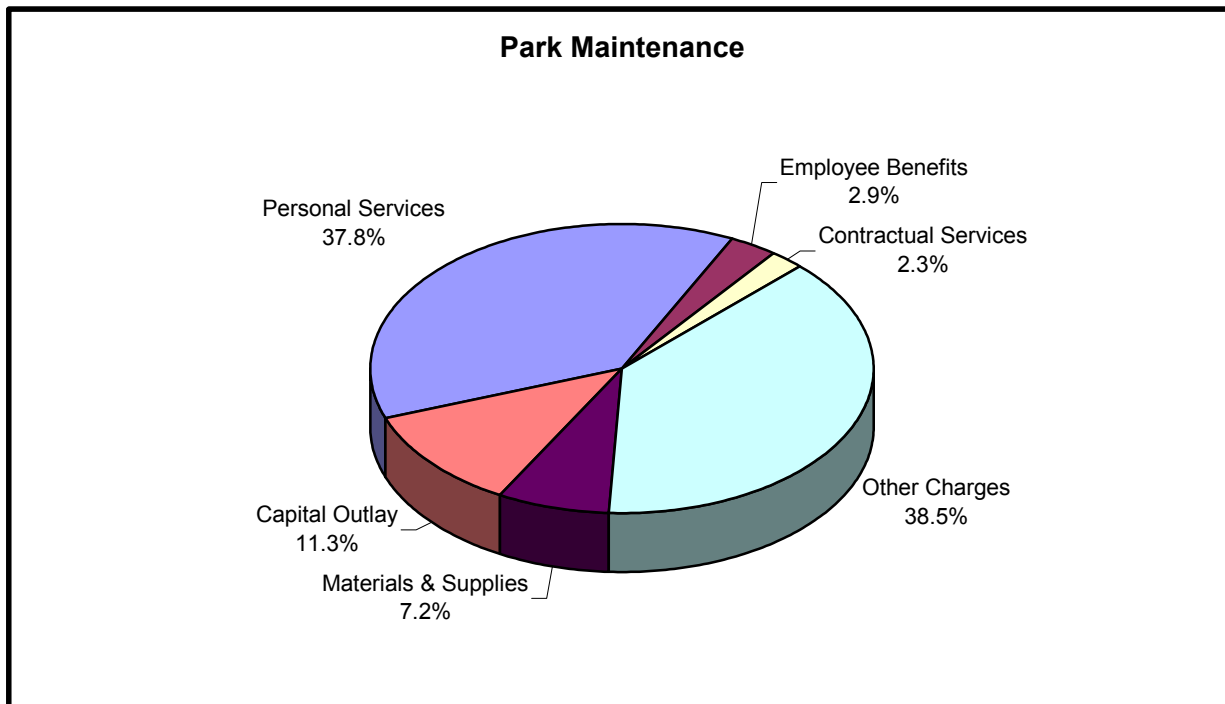
### Program Description

This activity includes all Town direct expenditures for the upgrade and maintenance of the Town's four active parks consisting of 23.69 acres and the development of approximately 4 raw acres into a future park site.

### Manager's Message

The Park Maintenance Budget shows an increase of \$3,317 over the current FY02 budget, but is actually \$1,783 less than the FY01 budget. The current increase is primarily due to the allocation of \$2,000 in vehicle expenses (lawn tractors, trucks collecting trash and misc. equipment in support of the parks) that in previous budgets was not accounted for and \$1,000 for landscaping as a cost share with Fauquier County for Academy Hill and the Warrenton Branch Parks. Other expenses have remained constant in this budget to include costs for maintenance and repairs to equipment in Eva Walker Park as well as those items not covered in the Town/County Parks Agreement.

### FY 2003 Appropriations At A Glance





### Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$3,902	\$5,000	\$6,218	\$5,000	\$0
Employee Benefits	341	383	458	383	0
Contractual Services	0	300	0	300	0
Other Charges	6,320	3,020	2,842	5,087	2,067
Materials & Supplies	1,018	700	3,685	950	250
Capital Outlay	8,408	500	0	1,500	1,000
Total	\$19,989	\$9,903	\$13,203	\$13,220	\$3,317

### Personnel Summary

Full Time	0.0	0.0	0.0	0.0	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0

This activity has no dedicated staff. Maintenance is performed by Public Works crews and seasonal labor with some supported activities contracted and charged to the department accordingly.

#### FY 2003 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Total Authorized Positions	0.0

#### FY 2002 Significant Accomplishments

- The Cemetery continues to be a centerpiece to the community which is a good representation as to the heart of Warrenton. The thousands of visitors, family members and friends who come to the cemetery every year continue to give favorable comments on the condition of the grounds and actions of staff.
- Received no complaints concerning the appearance/care of the cemetery and no complaints concerning the actions of personnel for the third year in a row.
- Staff continues make every effort to enforce the Council policy prohibiting additional permanent plantings in the cemetery.
- Dandelion and weed treatment in several high visibility areas of the cemetery has been very successful with staff this past year applying the chemicals instead of contracting.
- Management was very successful in the recruiting and staffing vacancy with a very dependable and conscientious person to compliment the current staffing.

- 69 burials were carried out without problem.
- Condition/appearance of the cemetery was rated as “good to excellent” by **97%** of the respondents of the annual citizen survey.

### **FY 2003 Departmental Goals**

- Continue to maintain facilities to a standard in which the town is not liable due any injury or property loss due to sub-standard conditions at any park.
- Provide the citizens of the Town with park facilities which are attractive, clean, functional, safe and generally pleasant to visit.

### **Performance Measurement Plan**

#### *Statement of Purpose*

The maintenance and upgrade of all Town owned public parks in cooperation with the Fauquier County Department of Parks & Recreation.

#### *Program Inputs*

FY 2003 Budget	\$13,220
FTE's	0.0

#### *Program Effectiveness Measures*

**Performance Target:** Maintain park facilities to a standard in which the Town is not held liable for any injury or property loss due to sub-standard conditions.

**Monitor:** VML Insurance monthly report of claims made.

**FY 2000 Results:** No claims reported.

**FY 2001 Results:** No claims reported to date.

**FY 2002 Results:** No claims reported to date.

**Performance Target:** Appearance, condition of facilities and playground equipment rated as “good to excellent” by 70% of respondents to an annual citizens survey.

**Monitor:** Citizen survey results.

**FY 2000 Results:** 98% of respondents rated Town properties, parking lots and gateway entrances as “good to excellent”.

**FY 2001 Results:** FY2001 survey to be distributed by the end of May 2001.

**FY 2002 Results:** 94% of respondents rated Town properties, parking lots and gateway entrances as “good to excellent”.

**Performance Target:** Maintain safe work practices and environment with no lost time accidents/injuries.

**Monitor:** VMLGSIA Workers' Compensation Insurance monthly report of claims made.

**FY 2000 Results:** No accidents/injuries.

**FY 2001 Results:** No claims reported to date.

**FY 2002 Results:** No claims reported to date.

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<b>Function:</b>	<b>Parks</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Contributions</b>

### **Program Description**

The Contribution-Recreation category includes continued expenditures for a variety of programs which primarily allow the community's youth to better enjoy their leisure time and past contributions in this area have primarily been geared to support of youth-oriented activities in an attempt to provide more alternatives for teenagers in their spare time. The programs were developed in the early 1990's, due to an increase in juvenile problems within the Town, and remain popular today. The Town of Warrenton continues to rely upon the County's Parks and Recreation to deliver the services through contracts and should continue to do so until the Town grows enough to support its own recreational program or the Council chooses to adequately fund such a program.

Organizations requesting contributions from the Town in FY 2003 are:

- Fauquier Boys and Girls Club
- Fauquier County Parks & Recreation
- Warrenton Caboose
- Fauquier County Special Olympics

### **Manager's Message**

**Fauquier County Parks and Recreation.** Level funding recommended. The County's Parks and Recreation Department is charged with providing recreational opportunities for Town youth and County residents who pay a higher fee if they choose to participate in a Town sponsored program. Over the years, programs have evolved which are targeted to Town residents and which have been developed to provide opportunities to reduce potential problems with youth. The Town has enjoyed success with the two programs, which have been developed, and the programs have proven effective in providing alternatives to youth who, without the opportunities in the past, had a habit of finding trouble and becoming problems for our Police Department.

**Parks Adventure.** This program, which was set up eight years ago as the Sun 'n' Fun program, provides activities for youth during the summer and has continued to be successful. The program operates from late June to mid August Monday through Friday at Rady Park and Eva Walker Park simultaneously. The program is staffed by two Play Center leaders at each location and is primarily an unstructured format. This flexibility is in keeping with the summer break from the regimentation of school. Various activities are planned during the day as well as special events but each is offered as a choice for participants.

The program is geared toward the preparation of youth for real life by the Recreation Department, as youth and adults, by exposing them to a variety of recreational options and experiences as well as encouraging their own creativity. In summary, the purpose is to teach them to be responsible for themselves rather than becoming dependent upon TV, other people, or any other easy "out" for enjoying life.

Attendance levels for the program include:

	Total Registered	Average Attendance	Total Attendance
FY 2002	-	22	749
FY 2001	-	34	1203
FY 2000	-	43	1,438
FY 1999	65	14	534
FY 1998	109	25	894

County participants are charged a fee since this is a Town-sponsored program. The neighborhood fixed site basis for this program also helps build community, fosters pride in neighborhood facilities, and will make the program more convenient to participants who may have trouble accessing other programs.

Funding for the program continues at a level of \$6,500 in FY 2003.

Open Gym. This program, developed approximately seven years ago, provides youth an alternative for Friday and Saturday night activities during the Fall and Winter months of the year in a supervised setting.

The program, which primarily has involved open basketball for youth from 6<sup>th</sup> to 12<sup>th</sup> grade, utilizes Warrenton Middle School on Friday nights and Taylor Middle School on Saturday nights from 7-10 p.m. Two supervisors oversee the program each night.

Due to the Town's subsidy of this program, admission is only \$1 per night for Town residents and \$3 per night for County residents to cover the cost of janitorial services. The availability of the gymnasium and the free flow of activity have worked well as youth, particularly at the middle school level, have participated on a weekly basis.

Attendance Figures		
Attendance Projection	FY 2003	700 (est.)
	FY 2002	500
	FY 2001	345
	FY 2000	700 (est.)
	FY 1999	693
Average Attendance	FY 2001	13 per night

Because of the large number of youth participating and the lack of available alternatives in the area, the Town will fund this program at a continued level of \$2,750.

Programs on the Greenway. The Parks and Recreation Department has also requested funding of \$1,500 for initiation of at least three special events to encourage Town residents to utilize and learn more about the Warrenton Branch Greenway. Special events being considered include events such as summer concerts, Railroad History walks, nature walks, early bird walks and seasonal events such as an Easter Egg Roll on the trail. Some of these events could be offered at a very low cost that would allow more than the three events proposed. The program was initiated this year and when the weather cooperated, was well attended.

Senior Citizens Programs. This line item has a request of \$ 4,400 for a new Senior Citizen program. Funding is not recommended.

Parks and Recreation proposes to implement a weekly senior citizens program at the Warrenton Community Center. The recreation program assistant will plan, organize and conduct programs and activities designed for the senior citizens who live in and around the town. Types of activities and programs to be offered are special events, social gatherings, informational sessions, trips, and service projects. In addition to maintenance only budget policy there are plans for a new Recreation Center to serve the Warrenton area which may serve seniors as well as youth. If plans for this facility do not materialize to include an area for seniors, this request should be resubmitted, together with more information on numbers of seniors in the area and their preferences for services.

**Fauquier Boys and Girls Club.** Level funding recommended. As Council knows, the Boys and Girls Club opened in November 1997 and remains housed at Taylor Middle School. While there is a strong desire for a “standalone” facility, there are no plans in the immediate future to build one due to funding constraints. At the present time, the Club has 510 paid members (a \$10 fee is required which can be waived based upon economic circumstances). Of the total membership, over one half (300) are Warrenton residents, and the youth served come from a wide variety of schools throughout the County and some are brought to the Taylor site by County school buses, something which continues to be unprecedented in County history. Even though Boys and Girls Clubs at the national level have provided additional funding allowing a satellite site to open at Cedar Lee, the Warrenton membership has not declined.

Through paid and volunteer staff, a wide range of programs are offered to Club members, including after school tutoring, active individual and team sports and passive activities for elementary, middle and high school students. FY 2003 funding for Fauquier Boys and Girls club remains at \$12,000, well below the level requested (\$20,000). Funds contributed by the Town have been guaranteed by the Director to remain in Warrenton.

**Warrenton Caboose.** Level funding recommended.

At mid year Council approved a new appropriation of \$ 1,000. Next years request is \$ 6,500 but level funding is budgeted at \$ 1,000.

A vintage 1969 Norfolk and Western steel copula caboose, located near the Fourth Street trailhead of the Warrenton greenway, has been restored to its original operating condition and serves as a showcase of Warrenton railroad heritage. The caboose has been operated for three years as a working museum. Visitors have included local groups and weekend users of the greenway trail. Special community events hosted by Fauquier County Parks and Recreation also have been held at the caboose. Area volunteers who comprise the group called the “Friends of the Warrenton Caboose” staff the museum.

Funding is requested for specific planned activities with volunteers performing the majority of the work. Requests include materials to complete the Switchman’s shanty, track tools, an interpretive sign, welding and other repairs, track signal and exhibits

### **Fauquier County Special Olympics**

A new budget request of \$ 1,000 for next year is being funded at this time. This program has over 100 athletes, including 60 residents of Warrenton. Activities include year round swimming, winter and summer bowling, track and field and winter basketball. There has been no financial participation from the town or county. Town participation is requested for help with uniforms, registration, promotions and awards.

**FY 2003 Appropriations At A Glance**

Not applicable

**Expenditure Summary**

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Moving Arts	\$1,000	\$0	\$0	\$0	\$0
Boys & Girls Club	12,000	12,000	12,000	12,000	0
Parks & Recreations	5,178	10,750	8,803	10,750	0
Warrenton Caboose	0	0	1,000	1,000	1,000
Total	\$18,178	\$22,750	\$21,803	\$23,750	\$1,000

**Personnel Summary**

Not Applicable

**FY 2003 Authorized FTE's**

Not Applicable

**FY 2002 Significant Accomplishments**

Not Applicable

**FY 2003 Departmental Goals**

Not Applicable

**Performance Measurement Plan**

Not Applicable Town of Warrenton

<b>Function:</b>	<b>Parks</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Cultural Enrichment</b>

### Program Description

Contributions in this category include contributions to cultural enrichment related programs that include:

- Fauquier Historical Society
- Veterans Memorial
- First Night Warrenton
- Bluemont Concert Series

### Manager's Message

**Fauquier Historical Society.** Level funding requested and included in the FY 2003 budget. The Fauquier Historical Society has again submitted a funding request for \$10,000 in FY 2003. As Council will recall, the Historical Society was first funded in Fiscal Year 1996 with a contribution of \$10,000. The museum is open six days a week on a year round basis and Town and County contributions have been the impetus which has allowed this to occur. The museum had over 8,000 individuals from various states and foreign countries in the current year. In addition, the museum remains as a Warrenton stop for the "Civil War Trails Project," which will be marketed internationally by the Virginia Tourism Corporation. The museum and historical society members in the past have completed the Warrenton Walking Tour and have placed plaques on a number of significant buildings in the historic district and successfully completed the Lafayette celebration. I would recommend that funding be continued at the requested level of \$10,000. Funds donated by the Town and County supplement the organizations budget and allow for part-time "docents" to be hired helping to keep the museum open. The County, which owns and maintains the building, also contributes an unspecified amount of in-kind maintenance services.

**Fauquier Veterans Memorial.** Level funding requested and fully funded. As many Council members know, the Fauquier Veterans Memorial requests funding from the Town and the County for repairs, maintenance and replacement of flags at the memorial on Hospital Hill. It is my understanding that Town funds are used to help maintain the facility, but are also being used to help build a reserve for major improvements that may need to be carried out in the future. Funding has been provided by the Town in the past for this purpose and I would suggest funding be granted in the FY 2003 budget for the maintenance purposes noted, however, only at a level comparable to the County since donations should begin to pick up more of the costs for the memorial.

**First Night Warrenton.** Level funding included in the general fund budget for FY 2003. First Night Warrenton is a non-profit organization along with approximately 200 other communities' worldwide. Locally they are a collaboration of local businesses, churches, civic groups and individuals that unite to present this celebration for the enjoyment of families of the town and county. They are family oriented bringing diverse cultures and neighborhoods together to celebrate the passing of time and look forward to a bright future for our families, community and country.

Organizers have asked for an increase of the Town's contribution from \$3,000 to \$4,000. Due to budget restraints, however, I can only recommend the same amount as previous years. It is believed that Warrenton remains the smallest First Night program nationally and continues to have a strong base of supporters.

**Bluemont Concert Series.** Level funding included in this year's budget. Bluemont Concert Series funding



support from the Town is \$10,000 (\$5,000 state grant; \$5,000 local funds). A \$2,000 increase in local funding (\$5,000 to \$7,000) is requested in Fiscal Year 2003 to offset cost increases that have occurred in artist fees for the summer concert series, Artist in Education Program for the schools, Healthcare Outreach program to senior centers and their housing projects.

While the Bluemont Concert Series provides a valuable cultural service to the Town in that approximately 4,995 participants (the Bluemont staff estimates that about half of the attendees are Town residents) enjoyed ten summer concert series this past summer, the agency's contributions have not increased significantly, even with increased efforts to advertise the events and efforts to improve management of the organization. While Bluemont is a valuable cultural and entertainment resource to the Warrenton community, I cannot recommend additional funding for the program this year based upon the limited amount of funds available and the demand for those funds.

### **FY 2003 Appropriations At A Glance**

Not Applicable.

### **Expenditure Summary**

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Bluemont Concert	\$10,000	\$10,000	\$10,000	\$10,000	\$0
Fauquier Historical Society	10,000	10,000	10,000	10,000	0
Veterans Memorial	2,000	2,000	2,000	2,000	0
Salute to Lafayette	1,892	0	0	0	0
Afro American Historic	2,000	0	0	0	0
First Night Out	3,000	3,000	3,000	3,000	0
Total	\$28,892	\$25,000	\$25,000	\$25,000	\$0

### **Personnel Summary**

Not Applicable

### **FY 2003 Authorized FTE's**

Not Applicable

### **FY 2002 Significant Accomplishments**

Not Applicable

### **FY 2003 Departmental Goals**

Not Applicable

### **Performance Measurement Plan**

Not Applicable

<b>Function:</b>	<b>Parks</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Cemetery Maintenance</b>

### **Program Description**

This activity includes all Town direct expenditures for the maintenance of the Town's 9+ acre Historic Municipal Cemetery.

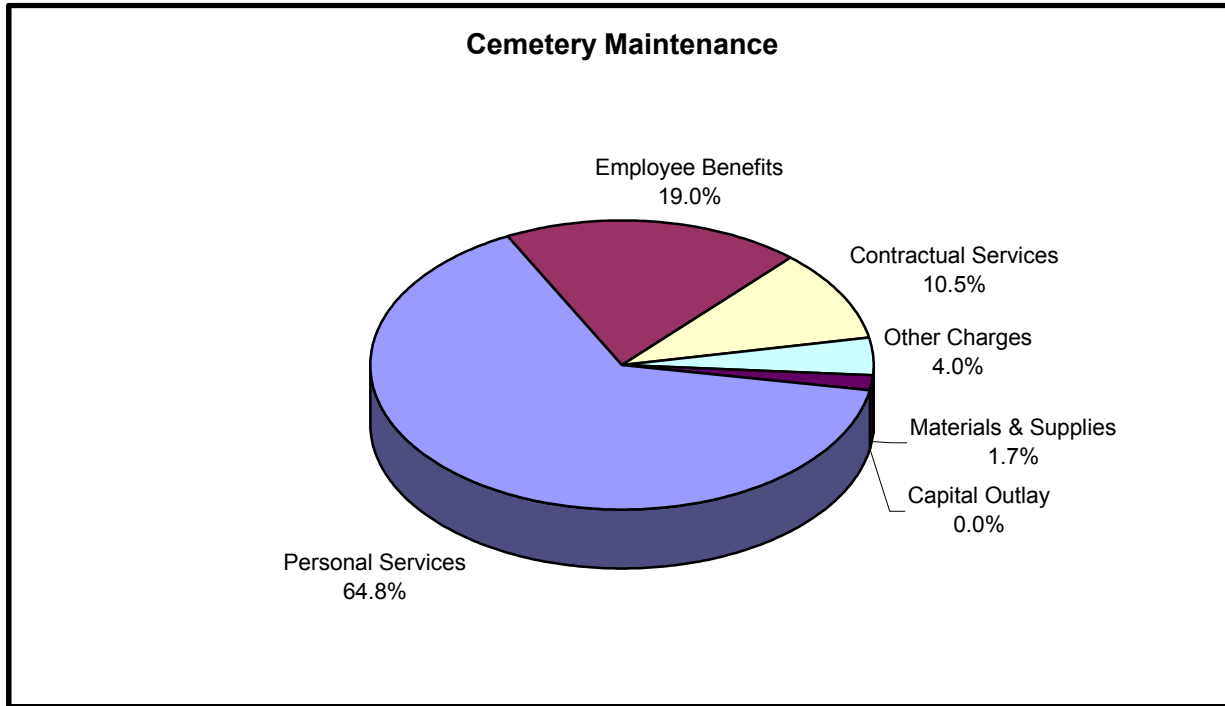
### **Manager's Message**

The FY 2003 budget represents expenditures of \$90,037, an increase of \$3,398 or 4% over FY 2002 and actually \$35 less than the FY01 budget. The increase over last year's budget is primarily in "Payments on Contracts" (\$6,000) to conduct a major effort to prune and reshape the larger trees in the cemetery. The larger trees have dead limbs that are beyond the expertise of the staff to safely remove without damage to headstones. This effort is long over due and is being programmed over the next two years. Staff continues to chemically treat the more visible areas for dandelion eradication with the remainder of the budget for maintaining at the current high standards expected by the citizens.

As of December 2001, there were (0) 4 site sections, (0) 2 site sections, 0 single sites, and only 34 cremation sites available for potential future income of \$17,340. As noted last year, the Town has basically come to the end of the road in generating new revenues from lot sales with some revenues expected from opening and closing of sites.

The definable maintenance operation of a cemetery lends itself to competitive bidding and private contracting. Council support for developing the work detail and costs, which after review may be competitively bid, is recommended. This effort should develop the staff experience to evaluate other privatizing opportunities. Employees impacted by privatization should be assured of continued employment by the Town until vacancies in authorized positions become available to dispel the fear of job loss or demotion.

## FY 2003 Appropriations At A Glance



## Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$52,055	\$57,880	\$61,587	\$58,569	\$689
Employee Benefits	15,995	19,365	14,753	17,141	(2,224)
Contractual Services	7,797	3,864	1,943	9,140	5,276
Other Charges	7,038	3,572	711	3,629	57
Materials & Supplies	719	1,958	758	1,558	(400)
Capital Outlay	360	0	1,055	0	0
Total	\$83,964	\$86,639	\$80,807	\$90,037	\$3,398

## Personnel Summary

Full Time	2.0	2.0	2.0	2.0	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	2.0	2.0	2.0	2.0	0.0

Maintenance is performed by Public Works crews and seasonal labor with some supported activities contracted and charged to the department accordingly.

### **FY 2003 Authorized FTE's**

<b>Position</b>	<b>Full Time Equivalent Employees (FTE's)</b>
Laborer	2.0
Total Authorized Positions	2.0

### **FY 2002 Significant Accomplishments**

- The Cemetery continues to be a centerpiece to the community which is a good representation as to the heart of Warrenton. The thousands of visitors, family members and friends who come to the cemetery every year continue to give favorable comments on the condition of the grounds and actions of staff.
- Received no complaints concerning the appearance/care of the cemetery and no complaints concerning the actions of personnel for the third year in a row.
- Staff continues make every effort to enforce the Council policy prohibiting additional permanent plantings in the cemetery.
- Dandelion and weed treatment in several high visibility areas of the cemetery has been very successful with staff this past year applying the chemicals instead of contracting.
- Management was very successful in the recruiting and staffing vacancy with a very dependable and conscientious person to compliment the current staffing.
- 69 burials were carried out without problem.
- Condition/appearance of the cemetery was rated as "good to excellent" by 97% of the respondents of the annual citizen survey.

### **FY 2003 Departmental Goals**

- **Zero complaints** concerning staff action/performance.
- Continue to maintain the grounds and access roads to a high standard to which all citizens are proud and have become accustomed.
- Continue to work with the local forester and county agricultural extension service to improve the health of the trees in the cemetery.
- Continue to reduce weed infestation in the most visible areas of the cemetery.

### **Performance Measurement Plan**

#### ***Statement of Purpose***

To maintain the grounds and access roads to the high standard to which all citizens will be proud.

#### ***Program Inputs***

FY 2003 Budget	\$90,037
FTE's	2.0

### ***Program Effectiveness Measures***

***Performance Target:*** Maintain park facilities to a standard in which the Town is not held liable for any injury or property loss due to sub-standard conditions.

***Monitor:*** VML Insurance monthly report of claims made.

***FY 2000 Results:*** No claims reported.

***FY 2001 Results:*** No claims reported to date.

***FY 2002 Results:*** No claims reported.

***Performance Target:*** Appearance and condition of grounds rated as “good to excellent” by 70% of respondents to an annual citizens survey.

***Monitor:*** Citizen survey results.

***FY 2000 Results:*** 98% of respondents rated the cemetery as “good to excellent”.

***FY 2001 Results:*** FY2001 survey to be distributed by the end of May 2001.

***FY 2002 Results:*** 97% of survey respondents rated cemetery “good to excellent”.

***Performance Target:*** Maintain safe work practices and environment with no lost time accidents/injuries.

***Monitor:*** VMLGSIA Workers' Compensation Insurance monthly report of claims made.

***FY 2000 Results:*** No accidents/injuries.

***FY 2001 Results:*** No claims reported to date.

***FY 2002 Results:*** No claims reported.

<b>Function:</b>	<b>Contributions</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	

**Program Description:**

This function summarizes all contributions made by the Town to outside agencies who provide programs via statutory or contractual requirements.

**Manager's Message**

There are numerous agency requests and budgets which the Town provides funding assistance to which are not grouped together under any particular functional category of the Town's budget all of which are discussed separately in the budget narrative. The Town over the recent past has seen significant growth in requests for assistance relating to welfare and social services, all of which provide a wide range of services to an even wider range of citizens; many of whom are in need of the service provided by the nonprofit. Many of these requests have been funded by Council in the past, recognizing that the agencies directly serve many Warrenton citizens and provide services that provide improvements to the quality of life of many individuals who are least able to help themselves. As such, the agencies are viewed as partners with the Town government in providing services the Town could not provide as efficiently.

In formulating policy for budget development it was determined that next years budget would be maintenance of service level unless highly unusual circumstances were made evident. The majority of agencies requested level funding and requested increases were reduced to previous years levels.

**FY 2003 Appropriations At A Glance**

Not applicable

**Expenditure Summary**

Not Applicable.

**Personnel Summary**

Not Applicable

**FY 2003 Authorized FTE's**

Not Applicable

**FY 2002 Significant Accomplishments**

Not Applicable

**FY 2003 Departmental Goals**

Not Applicable

**Performance Measurement Plan**

Not Applicable

<b>Function:</b>	<b>Contributions</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Welfare Social Services</b>

### Program Description

Contributions in this category include human service related contributions to a number of agencies, including:

- Fauquier Housing Corporation (FHC)
- Fauquier Community Action
- Fauquier Family Shelter Services
- Fauquier Free Clinic
- Fauquier Community Child Care
- Piedmont Dispute Resolution Center
- Fauquier Habitat for Humanity
- Circuit Rider Loudoun Transit

### Manager's Message

**Fauquier Housing Corporation (FHC).** Level funding recommended. Fauquier Housing Corporation has requested a \$ 15,000 increase from \$ 10,000 to \$ 25,000 to maintain staffing and develop a model loan program. They have served as a valuable partner with the Town since 1970 as the staff continues to work toward the Town Council's goal of maintaining a diversified housing stock in the community. Town and County funds are typically used in this budget to support the staff that oversees the housing rehabilitation or construction programs for low and moderate-income citizens. FHC's expertise and willingness to seek funding and technical resources have provided improved housing opportunities to town residents.

- Families in Madison Town, Haiti and Robinson Street neighborhoods have enjoyed community improvements with the Town's block grant program.
- Homeowners in Oliver City have received direct benefit in the most recent Community Development Block Grant project. Indoor plumbing and other safety repairs to substandard housing were completed.
- A Plumbing Rehab Loan Program has renovated a home to be wheelchair accessible.
- Two replacement homes were built in recent years for low-income elderly town homeowners.
- A counseling course is benefiting citizens by preparing them for successful mortgage loan application

**Fauquier Community Action.** Level funding requested and recommended. Fauquier Community Action (FCA) is to receive continued funding of \$7,500 for FY 2003 that is used to leverage other federal and state grants. The Community Action Agency continues to operate numerous programs that benefit Warrenton residents, such as Bright Stars, Head Start, nutritional services, etc. Some of the impacts of the agency on Warrenton residents can be seen in the following table:

<b>Program Activity Summary FY 2001</b>		
<b>Major Program Area</b>	<b>Total FY 2001</b>	<b>Town of Warrenton Participants</b>
Preschool Services	135 Student Capacity	49 Children Enrolled



<b>Program Activity Summary FY 2001</b>		
<b>Major Program Area</b>	<b>Total FY 2001</b>	<b>Town of Warrenton Participants</b>
Elderly Services	84 Elderly Clients	25 Elderly Clients
Emergency Services	711 Persons	279 Persons
Energy Services	547 Persons	151 Persons
Housing Programs	495 Persons	228 Persons
Nutritional Services	1099 Persons	583 Persons

**Fauquier Family Shelter Services.** Level funding included. Fauquier Family Shelter Services has requested an increase of \$ 1,800 from \$ 6,700 to \$ 8,500 in response to lowered revenue projections. In the current budget year 23% of households seeking assistance listed their residency as the town. The agency estimates that 103 households or 258 persons will receive some type of essential housing assistance including 85 individuals that will find shelter at The Haven.

**Fauquier Free Clinic.** Level funding requested and included. The Fauquier Free Clinic's funding for FY 2003 remains at \$10,000. The Clinic provides primary medical care to uninsured residents with a special effort to include all children. Local practitioners who volunteer their time and talent provide all medical and dental care.

The Free Clinic requested donation reflects no increase over previous years despite a softening economy resulting in more citizens living at the margin. The town's donation will be used to purchase medications for uninsured residents of the town and to support operations.

**Fauquier Community Child Care.** Level funding requested and budgeted. Fauquier Community Child Care (FCCC) is to receive funding in the amount of \$4,500 for FY 2003. The FCCC program, which provides affordable childcare in concert with the Fauquier County Schools, provides an important child care service to Warrenton residents at Brumfield, Bradley and P.B. Smith Elementary Schools. They currently serve 82 Town of Warrenton children.

Council knows from past experience with zoning applications, adequate childcare in Fauquier County and the Town of Warrenton continues to be difficult to obtain. Consequently, since the service level to Town citizens remains high, continued funding at the current level approved is recommended. The funds will be split among the three Town-impacted sites and used to assist those Town of Warrenton families, particularly those families who are no longer eligible for social service assistance due to obtaining employment, in defraying the cost of child care for their children throughout the year.

**Piedmont Dispute Resolution Center.** Level funding requested and budgeted. The Piedmont Dispute Resolution Center will receive funding in the amount of \$1,000. The part-time staff at the Center works with the court system and staff are assigned by the courts to a wide range of mediation responsibilities involving juvenile and domestic abuse, domestic problems, divorce and juvenile issues. In addition, the Center trains peer mediators for the school system who are often able to resolve issues between students before they escalate into serious problems, many of which our Police Department may have to deal with at local restaurants and public places after school if not resolved through the process.

Of the 3,900 persons served in Fauquier County in 2001, 875 or 22% have been identified as Town residents.

Funds approved by the Town are used to offset administrative overhead of the agency. Data provided by the Center indicates recidivism rates have been reduced from 80% among youth offenders not involved in the

program to 5% among those that have been conferenced. The Town's Police Department works closely with this program and strongly endorses it as a tool to reduce escalating problems, as noted in their budget request. Funding is recommended to continue at the requested level.

**Fauquier Habitat for Humanity.** There is no budget request for this activity.

During the past ten years, Fauquier Habitat has provided residents of the Town with low income housing, building twelve homes within the town limits. With the help of funding assistance from the town they have been able to provide these houses at a cost that enabled residents to afford a mortgage and to become tax-paying members of the community.

Because of Habitat's programs of family selection and partnership, the residents have continued to be responsible homeowners and have contributed to improving the overall level of home ownership in the town. Not a single family has defaulted on their mortgage. Once in the program a resident is assigned a partner from their volunteer base, made up of town residents, who insure the selected family is afforded every opportunity to complete all the requirements for home ownership.

#### **Circuit Rider Loudoun Transit.**

The budget request from \$87,500 to \$104,000 represents an increase of \$16,500. The approved budget is for \$95,200. The current budget includes \$80,000 as grant expense for a mass transit grant with the grant income of \$80,000 shown in revenues as an offset. The \$7,500 allocated in the current budget has been requested to increase to \$24,000. This requested increase includes \$2,500 for increased operating costs, \$5,200 as a match to replace the existing bus and \$5,200 as a match for a new bus based on increased ridership. The request for bus replacement is recommended but the request for a new bus is not.

The bus system provides eighteen stops via an hourly route around Warrenton six days a week, ten hours per day and is a service that is heavily used. Ridership figures for year 2000 were less than 9,000. The current year is estimated to exceed 13,000 creating a challenge to stay on the one-hour schedule. Options need to be explored and shared with the town before expanding the number of busses with related costs.

#### **FY 2003 Appropriations At A Glance**

Not applicable

#### **Expenditure Summary**

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Fauquier Housing Corporation	\$25,000	\$10,000	\$10,000	\$10,000	\$0
Fauquier Community Action	7,500	7,500	7,500	7,500	0
Fauquier Family Shelter	6,700	6,700	6,700	6,700	0
Fauquier Community Child Care	4,500	4,500	4,500	4,500	0
Fauquier Free Clinic	10,000	10,000	10,000	10,000	0
Dispute Resolution Center	1,000	1,000	1,000	1,000	0
Loudoun Bus System	37,180	87,500	7,500	95,200	7,700
Fauquier Habitat for Humanity	14,962	0	0	0	0
Total	\$106,842	\$127,200	\$47,200	\$134,900	\$7,700

**Personnel Summary**

Not Applicable

**FY 2003 Authorized FTE's**

Not Applicable

**FY 2002 Significant Accomplishments**

Not Applicable

**FY 2003 Departmental Goals**

Not Applicable

**Performance Measurement Plan**

Not Applicable

<b>Function:</b>	<b>Planning &amp; Community Development</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	

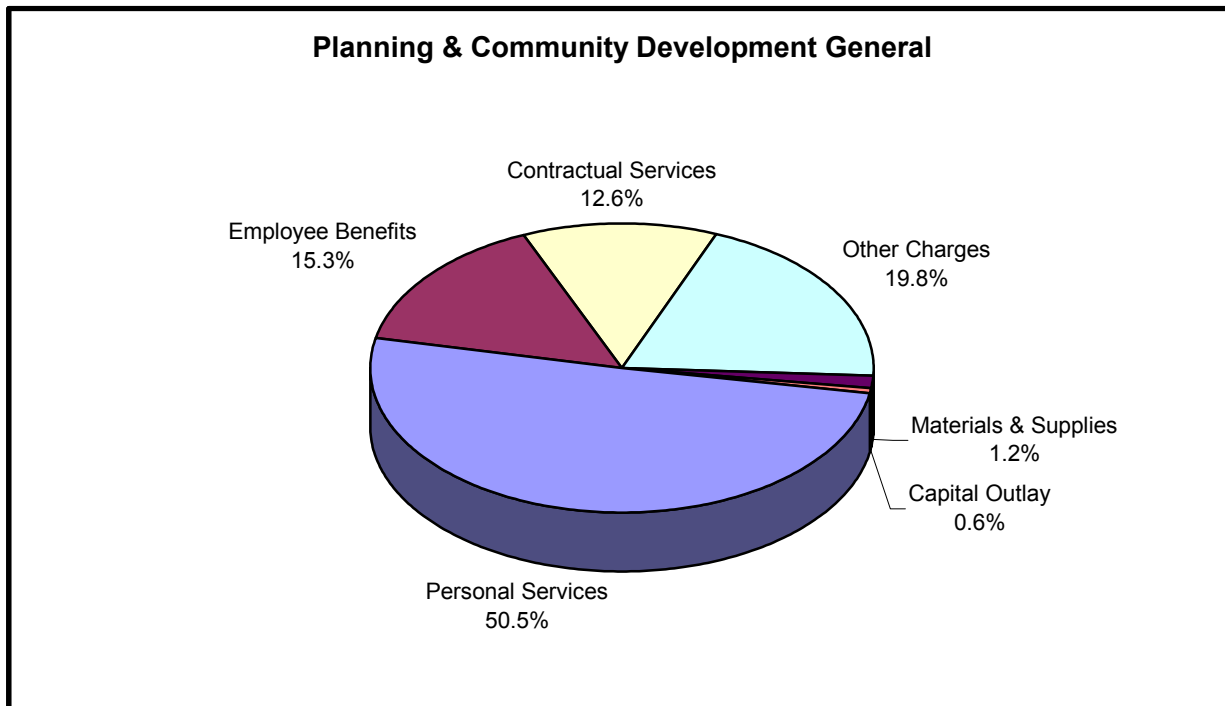
### **Program Description**

The functional classification of Planning & Community Development includes funding for all operational aspects of Planning and Community Development such as zoning administration, rezoning, long range planning, etc., the Architectural Review Board, Planning Commission, Board of Zoning Appeals, and Regional Planning District Commission. The budget for the Department of Economic Development includes funding for the Town-County Visitor Center and the Partnership for Warrenton Foundation

### **Manager's Message**

The category of Community Development includes funding for all operational functions for the Department of Planning and Community Development such as zoning administration, special use and rezoning applications, long range planning, staff support for the Architectural Review Board, Planning Commission, Board of Zoning Appeals, and funding for the Regional Planning District Commission (PD-9). Funding for FY 2003 is at a level of \$480,787, a \$12,407 or 2.6% increase over the current year. The increase is the result of funding a part-time GIS position. The budget for the Department of Economic Development includes funding that continues the Town's efforts to operate a comprehensive program promoting tourism and the downtown, working with existing businesses and recruiting new businesses on a limited basis. Funding in this area also includes a slight decrease over the current fiscal year due to more coupling of advertising costs with the private sector in promoting the community. The function of community development represents 7.5% of the total General Fund budget.

## FY 2003 Appropriations At A Glance



### Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$234,069	\$228,306	\$207,711	\$242,707	\$14,401
Employee Benefits	63,383	69,754	61,076	73,603	3,849
Contractual Services	91,074	58,065	59,724	60,695	2,630
Other Charges	84,081	104,006	97,221	95,557	(8,949)
Materials & Supplies	19,953	5,299	6,543	5,775	476
Capital Outlay	2,414	2,950	3,836	2,950	0
<b>Total</b>	<b>\$494,974</b>	<b>\$468,380</b>	<b>\$436,111</b>	<b>\$481,287</b>	<b>\$12,407</b>

### Personnel Summary

Full Time	4.7	4.7	4.7	4.7	0.0
Part-Time	1.5	1.5	1.5	1.5	0.0
<b>Total</b>	<b>6.2</b>	<b>6.2</b>	<b>6.2</b>	<b>6.2</b>	<b>0.0</b>

<b>Function:</b>	<b>Planning &amp; Community Development</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Planning &amp; Zoning</b>

**Program Description:**

The Department of Planning & Zoning provides support in the areas of zoning, planning (both current and long range) and community development. The department enforces the regulations of the Zoning Ordinance and the Town Code. The department provides research and support for the Town Council, Planning Commission, Board of Zoning Appeals, Architectural Review Board, Affordable Housing Committee and the Transportation Safety Committee. All plans for new construction and rehabilitation of existing residential and commercial property are reviewed and approved by the Planning & Zoning Department. Additionally, the department is responsible for developing and updating the Town's Comprehensive Plan and the Capital Improvements Projects budget included later in this document.

**Manager's Message**

The activities of the departments covers a wide range of activities including assignment of street names and house numbers to new buildings for post office addressing and public safety purposes; administration and enforcement of all Town related land use ordinances and codes (zoning, subdivision); preparation of the draft Capital Improvements Program; maintenance of the Town's Geographic Information System (computerized mapping system); preparation and administration of grant applications; and administrative oversight of the community's building, erosion and sediment control and site development inspections program. Staff supports the Planning Commission, Architectural Review Board and Board of Zoning Appeals, by providing staff reports, research and staff interaction on a wide range of issues with citizens and various appointed bodies. The budgets of the ARB and Board of Zoning Appeals, which are review and appeal bodies required by statute, are minor and are not described in detail due to the small amount of funds expended and lack of significant changes in their overall requests.

The departmental budget for the Planning & Zoning reflects an increase of \$14,706 over the current fiscal year, which includes expenditures that will allow the department to continue to meet its obligations under requirements of state law, local ordinance and the Council and Planning Commission's direction to plan for the community's future and enforce currently enacted ordinances. The Planning Director continues to devote approximately 30% of his day dealing with the public and 50% of his time dealing with development-related reviews that have statutory limits for response (i.e., site plan review, zoning interpretations, etc.). The remaining twenty percent of the Director's time is expended on long-range planning (about 10%) and other administrative duties (also about 10%).

The majority of the increase in funding will go towards replacing the part time high school student who operates the Geographic Information System (computer mapping) with a part time college student. The Town has employed a high school senior who is enrolled in a computer aided design (CADD) class at Fauquier High School to operate the system. Since a student in this high school course was somewhat versed in the use of a computer to make drawings, it was a logical and economical use of resources. The student comes to work for the Town at the end of the school day and works for approximately 1.5 hours per day. At the end of the school year, the student instructs the new student in the use of the system.

Over the past 3 years it has been difficult to find a student interested in working for the Town in this capacity as the hours are minimal, the STRINGS software is a DOS based program, and therefore not familiar to the students as the programs they are familiar with are Windows based, and the software is

not user friendly by any standards. In addition, since the student was only employed with the Town for a year, the students did not become proficient in the use of the software.

As the Town's need for mapping has increased, the ability and time to produce the needed maps is not available. Therefore, in an effort to increase the capability of the GIS, the software program has been upgraded to the user friendly Windows based ArcView program which is an industry standard used by the majority of other local jurisdictions around the state, as well as the country. Engineering and surveying firms also use this program.

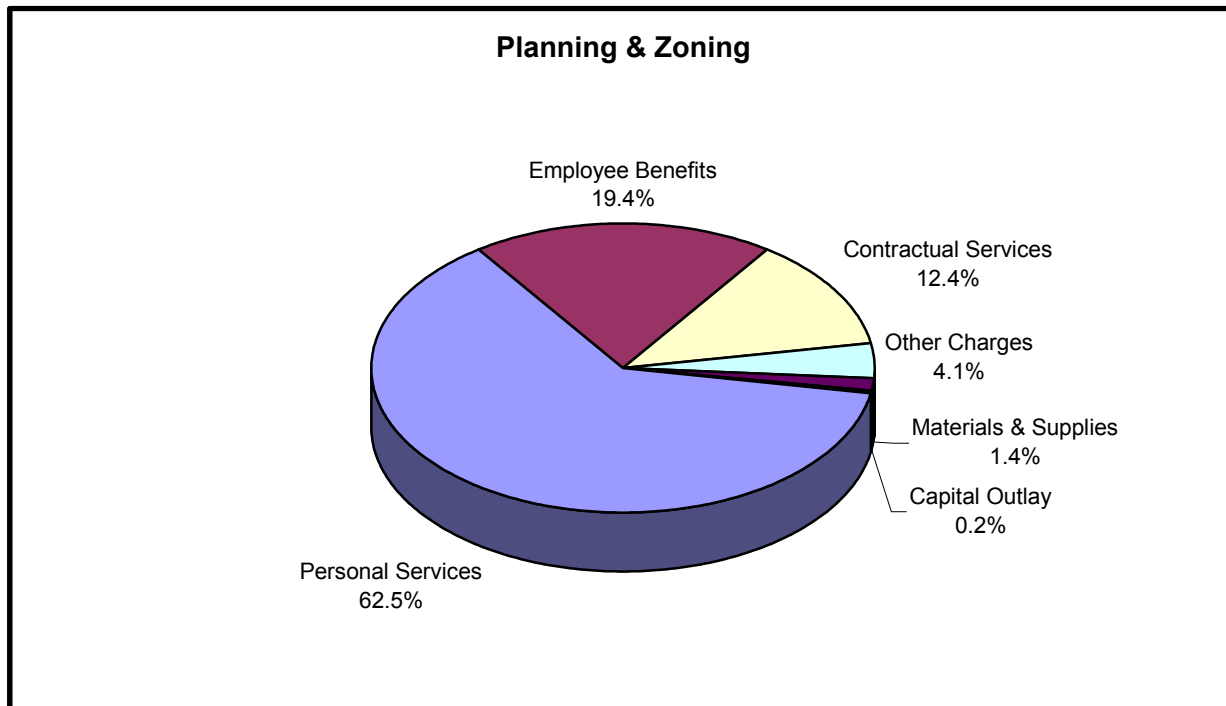
Staff will work with local colleges to staff this part time position that will enable the Town to produce a better mapping product in an economical manner. Specific college courses are taught on the use of this software.

In the coming year, the Department is proposing to use outside services to assist in revising the Historic District Guidelines that are utilized by the Architectural Review Board. Funding in the amount of \$20,000 has been included in the "Professional Services" line item to utilize the services of a consultant with the remainder of the funds in the category proposed for use in regard to review and analysis of transportation studies.

The Planning Director has retained the services of a summer college intern at a rate of \$10 per hour to assist in a wide range of research, data gathering and planning tasks. In prior years, an intern has been instrumental in gathering and developing information for the Town's fire inspections program, maintaining the GIS system, as well as developing the "How To" pamphlets published by the Planning Department. In FY 2001, the intern helped develop background information for several projects such as the Comprehensive Plan update, the feasibility of corridor overlay districts and carrying out various research projects. The internship program will be included for FY 2003.

As part of the Planning and Community Development budget, Council will also note continued funding for the Rappahannock-Rapidan Planning District Commission (PDC). The PDC has been of some assistance to the Town in the past providing funding for transportation studies. They have also assisted, and continue to assist under the basic services agreement, with the preparation of grant applications such as those that have been done for the Mosby-Spilman House Restoration Project. The PDC has improved its services considerably over the past years and maintaining the Town's contribution is a reasonable investment. Other expenditures for the Planning and Community Development budget remain at maintenance level amounts.

## FY 2003 Appropriations At A Glance



## Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$162,610	\$151,001	\$137,260	\$162,937	\$11,936
Employee Benefits	43,809	49,540	43,067	50,602	1,062
Contractual Services	65,472	30,750	27,278	32,400	1,650
Other Charges	8,176	10,691	7,933	10,224	(467)
Materials & Supplies	3,780	3,100	3,273	3,625	525
Capital Outlay	1,075	500	916	500	0
Total	\$284,922	\$245,582	\$219,727	\$260,288	\$14,706

## Personnel Summary

Full Time	3.2	3.2	3.2	3.2	0.0
Part-Time	1.5	1.5	1.5	1.5	0.0
Total	4.7	4.7	4.7	4.7	0.0



**FY 2003 Authorized FTE's**

<b>Position</b>	<b>Full Time Equivalent Employees (FTE's)</b>
Planning & Community Development Director	1.0
Community Development Assistant	0.5
Zoning Inspector	0.7
Secretary	1.0
GIS Coordinator	0.4
Total Authorized FTE's	3.6

**FY 2002 Significant Accomplishments**

- Assisted in sale of the remaining lots in The Lineweaver Technology Center, by providing information on planning, zoning, and business park covenants.
- Along with the Public Works and Utilities Director, provided comparative analysis for potential recreational sites within and around the Town.
- The review of the Comprehensive Plan by the Planning Commission is nearly complete and will be forwarded to the Town Council at the beginning of 2002.
- The Geographic Information System hardware and software have been updated. Files are being transferred to the new Arc Info format and training will take place in December.
- New downtown parking signs have been ordered and will be installed by the Public Works Department upon arrival in early December. The new signs will be easier to see and more attractive than the existing signs.
- New historic districts signs have been ordered and will be placed at the major entryways into the historic district to notify both residents and visitors that they are entering the Town of Warrenton Historic District.

**FY 2003 Departmental Goals:**

- Assist in maintaining the Route 29 landscape corridor. Complete last phase once the new VDOT weigh station is complete.
- When update of the Comprehensive Plan is complete, begin to implement work program/implementation section.
- Recommend training opportunities to department staff, as well as Planning Commission, Board of Zoning Appeals, and the Architectural Review Board as they become available.
- Continue to assist in implementing recommendations of the downtown Parking Study. Recommend funding and scheduling of projects in the Capital Improvements Plan.

- Assist with obtaining and administering state and federal grants for the renovation of the Spillman-Mosby House. Assist with other associated needs of the renovation as needed.
- Work with Economic Development Director and Deputy Finance Director to promote on-line permitting.
- Through various avenues, expand staff's knowledge of new trends in planning.

## **Performance Measurement Plan:**

### ***Statement of Purpose***

The management of all development within the Town in accordance with adopted regulations and plans. To enhance the character of the Town by developing short and long range plans for the many segments of the community.

### ***Program Inputs***

FY 2003 Budget	\$260,288
FTE's	3.6

### ***Program Effectiveness Measures***

***Performance Target:*** Process development applications within State and Zoning Ordinance mandated time frames. Those time frames include: rezonings-1 year; site plans- 90 days; special use permits- within 60 days to the Planning Commission.

***Monitor:*** Total number of development applications, and those processed within required time frames.

***FY 2000 Results:*** Ten special use permits were submitted and all were submitted to the Planning Commission for review and action within 60 days. Twenty site plans were reviewed and approved within this same time period and all reviews took place within 90 days unless the applicant did not re-submit revised plans in a timely manner, or did not post the required public improvements bond.

***FY 2001 Results:*** One rezoning application was reviewed within this timeframe and it was acted upon by Town Council within one year of submission of the application. Eleven special use permits were submitted and all were submitted to the Planning Commission for their review and action within 60 days. Eighteen site plans were reviewed and approved within this same time period and all reviews took place within 90 days unless the applicant did not resubmit revised plans in a timely manner, or did not post the required public improvement bond.

***FY 2002 Results:*** Two rezoning applications were received within this timeframe and both were acted upon by Town Council within one year of submission of application. Six special use permits were submitted and all were submitted to the Planning Commission for their review and action within 60 days. Seventeen site plans were reviewed and approved within this same time period and all reviews took place within 90 days unless the applicant did not resubmit revised plans in a timely manner or did not post the required public improvement bond.

***Performance Target:*** Respond to inquiries for information within 72 hours of the request.

***Monitor:*** Departmental log.

***FY 2000 Results:*** All inquiries for information have been responded to within 72 hours. However, the information was not always provided within 72 hours due to available staffing, and the complexity of the information being sought. In each case, the applicant was made aware of when the information would be provided. Information was then provided and follow up discussion occurred when necessary.

***FY 2001 Results:*** Inquiries for information were responded to within 72 hours. Based upon the type of

information being sought, the information was not always provided within 72 hours due to the complexity of the information being sought. In each case, the applicant was made aware of when the information would be provided. The information was then provided in a timely manner. Three Freedom of Information Act requests were received, and the information requested in all cases was provided within the required 5 day time period.

**FY 2002 Results:** Inquiries for information were responded to within 72 hours. Based upon the type of information being sought, the information was not always provided within 72 hours due to the complexity of the information being sought. In each case, the applicant was made aware of when the information would be provided. The information was then provided in a timely manner. Three Freedom of Information Act requests were received, and the information requested in all cases was provided within the required 5 day time period.

**Performance Target:** Respond to zoning complaints within 48 hours of initial request.

**Monitor:** Total number of requests and those responded to within 48 hours.

**FY 2000 Results:** Violation notices indicate that the majority (90%) of zoning violations complaints are responded to within 48 hours. Once a potential violation is noted, the property owner is notified and the person reporting the violation is notified that contact with the property owner has been made. The inspector then follows up with the property owner to make sure the violation is corrected.

**FY 2001 Results:** Violation notices and inquiries indicate that the majority (91%) of zoning violation complaints are responded to within 48 hours. Once a potential violation is noted, the property owner is notified and the person reporting the violation is notified that the contact with the property owner has been made. The inspector then follows up with the property owner to make sure the violation is corrected. The timeframe for compliance depends upon the complexity of the violation and the willingness of the owner to respond in a timely manner.

**FY 2002 Results:** Violation notices and inquiries indicate that the majority (91%) of zoning violation complaints are responded to within 48 hours. Once a potential violation is noted, the property owner is notified and the person reporting the violation is notified that the contact with the property owner has been made. The inspector then follows up with the property owner to make sure the violation is corrected. The timeframe for compliance depends upon the complexity of the violation and the willingness of the owner to respond in a timely manner.

**Performance Target:** Provide support and attend all Town Council, Planning Commission, and Board of Zoning Appeals meetings.

**Monitor:** Monthly meeting schedule.

**FY 2000 Results:** Staff attended all of the work sessions and public hearings held by the Planning Commission and Board of Zoning Appeals. In addition, staff attended all Town Council meetings and work sessions that dealt with building, zoning, or planning issues.

**FY 2001 Results:** Staff attended all of the work sessions and public hearings held by the Town Council, Planning Commission and Board of Zoning Appeals. In addition, staff attended all Comprehensive Plan Review Steering Committee meetings and work sessions.

**FY 2002 Results:** Staff attended all of the work sessions and public hearings held by the Town Council, Planning Commission and Board of Zoning Appeals. In addition, staff attended all Comprehensive Plan Review Steering Committee meetings and work sessions.

**Performance Target:** Process Zoning and Subdivision Ordinance amendments as necessary and by request.

**Monitor:** Department monthly report.

**FY 2000 Results:** Two Zoning Ordinance amendments were reviewed and approved. Two others are currently under review. Of the four amendments, two were initiated by staff and two were by request.

**FY 2001 Results:** Eleven Zoning Ordinance text amendments were reviewed and nine have been approved. Two others are currently under review.

**FY 2002 Results:** Four Zoning Ordinance text amendments were reviewed in FY 2002.

<b>Function:</b>	<b>Planning &amp; Community Development</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Board of Zoning Appeals (BZA)</b>

**Program Description**

The Board of Zoning Appeals is established by State Code to hear and decide requests for special exceptions, appeals from any order, decision or determination made by an administrative officer enforcing the Town's Zoning Ordinance. The Board also interprets the district map where uncertainty exists regarding the location of a boundary, and authorizes variances from the terms of the Zoning Ordinance. Nominations for the BZA are solicited by Town Council from the general public and are at-large representatives. Recommendations for appointment are made to and approved by the Circuit Court.

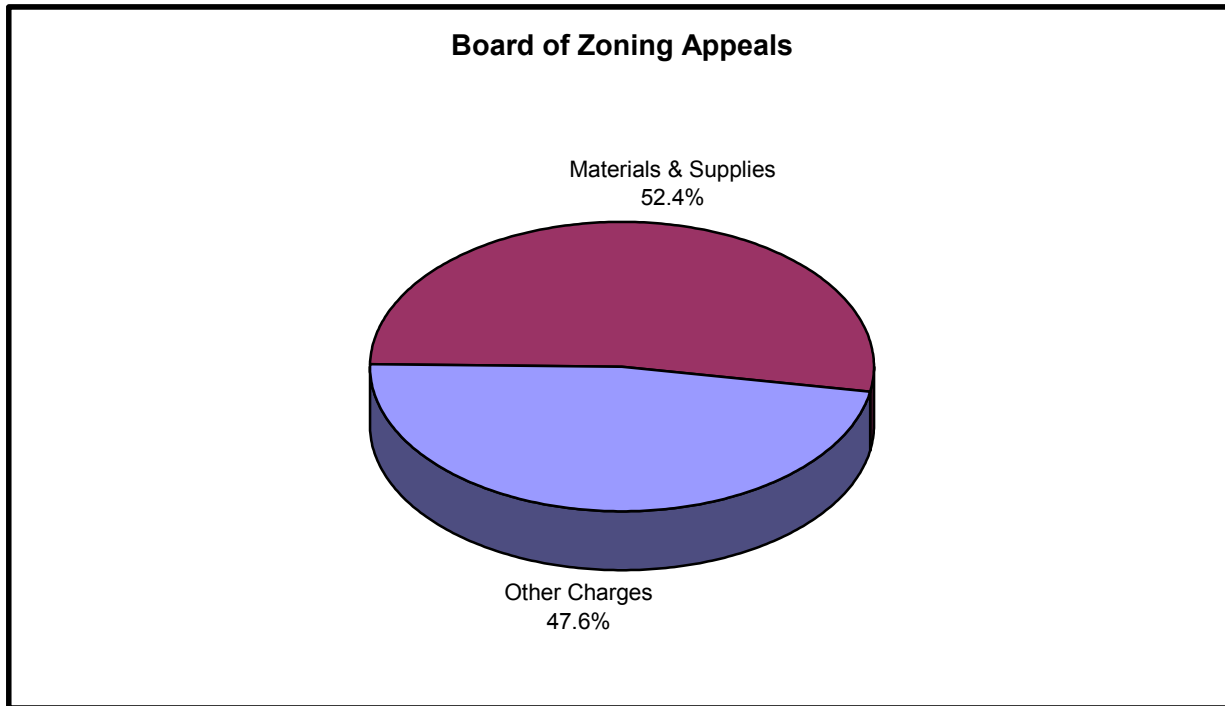
The Board's appointed staff includes a Chairman, Vice-Chairman and three members. The zoning administrator, Town Attorney and a planning department secretary represent Town staff.

The BZA strives to provide quality and timely services to those citizens in need of Board actions. The BZA is regularly scheduled to meet the first Tuesday of each month. During FY 2002, the BZA heard six applications for variances and no appeals or special exception application.

**Manager's Message**

This Board has no formal work plans and Community Development staff serves as staff advisors.

## FY 2003 Appropriations At A Glance



### Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$0	\$0	\$0	\$0	\$0
Employee Benefits	0	0	0	0	0
Contractual Services	0	0	0	0	0
Other Charges	159	1,200	317	1,000	(200)
Materials & Supplies	108	1,119	0	1,100	(19)
Capital Outlay	0	0	0	0	0
<b>Total</b>	<b>\$267</b>	<b>\$2,319</b>	<b>\$317</b>	<b>\$2,100</b>	<b>(\$219)</b>

### Personnel Summary

Full Time	0.0	0.0	0.0	0.0	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

### FY 2003 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
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Total Authorized	0.0
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### **FY 2002 Significant Accomplishments**

- The Board successfully reviewed and acted upon three variance applications and two special exception applications.
- The Zoning Administrator and Town Attorney provided information and guidance to Board members on what information should be considered when reviewing variance applications in a special session.
- Zoning Administrator provided training to the new Board member.

### **FY 2003 Departmental Goals:**

- Keep abreast of changing State Code land use regulations and laws. Share information with the Board members.
- Attend training programs or seminars as they are offered.
- Recommend Zoning Ordinance text amendments to the Planning Commission due to outdated regulations in the Ordinance or to address new uses and changing conditions within the Town.
- Review applications within State timeframes.

### **Performance Measurement Plan**

#### ***Statement of Purpose***

To hear and decide upon applications for special exceptions, appeals from any order made by an administrative officer in the enforcement of the Zoning Ordinance; applications for interpretation of the Zoning District Map; and to authorize variances. The staff and the Board of Zoning Appeals members are tasked with conducting background analysis for all special exception variance and appeals applications and responding to them within sixty days.

#### ***Program Inputs***

FY 2003 Budget	\$2,100
FTE's	0.0

#### ***Program Effectiveness Measures***

***Performance Target:*** Review and decide upon applications within 60 days of submission.

***Monitor:*** Number of applications received compared to the number of applications acted upon within 60 days.

***FY 2000 Results:*** Five variance applications and two appeals were reviewed, and all were reviewed within 60 days of their submission.

***FY 2001 Results:*** Seven variance applications were reviewed, and all were reviewed within 60 days of their submission.

***FY 2002 Results:*** Seven variance applications were reviewed, and all were reviewed within 60 days of their submission.

**Performance Target:** Review amended State Code and Supreme Court decisions.

**Monitor:** Yearly

**FY 2000 Results:** Staff reviewed amended State Code sections and found that none pertained to the BZA.

**FY 2001 Results:** Staff reviewed amended State Code sections and found that one pertained to the BZA. This was in regard to the stated review period. No Supreme Court decisions were directly relevant to the Board.

**FY 2002 Results:** Staff reviewed amended State Code sections and found that one pertained to the BZA. This was in regard to the stated review period. No Supreme Court decisions were directly relevant to the Board.

**Performance Target:** Recommend Zoning Ordinance Amendments when necessary to address reoccurring variance requests.

**Monitor:** Address as necessary.

**FY 2000 Results:** The Board suggested that the staff and Planning Commission review two specific Zoning Ordinance regulations after denying two variance requests due to the applicant not showing a hardship. In each case, the Board suggested reviewing the regulation that the variance was being sought.

**FY 2001 Results:** After denying four variance requests due to the applicants not showing a hardship, the Board suggested that the staff and Planning Commission review and amend the Zoning Ordinance regulations that pertain to the regulation of decks. A hardship is required for the Board to grant a variance. The amendment is under consideration by Town Council.

**FY 2002 Results:** The Board did not make any suggestions to staff or Planning Commission on potential amendments to the Zoning Ordinance.

<b>Function:</b>	<b>Planning &amp; Community Development</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Economic Development</b>

### **Program Description**

The Economic Development Department for the Town of Warrenton consists of a director and a part-time Community Development Assistant. The department's long-term goals are to provide additional quality jobs for the citizens of the Town of Warrenton while retaining existing business and developing opportunities for new ones. The Economic Development Department is responsible for the expansion of tourism, acting as a spokesperson for local businesses, and enhancing their relationships with Town government. The department's level of service as a relatively new department has been geared almost exclusively to work with retention of businesses in the community and expanding opportunities for existing businesses.

### **Manager's Message**

The Warrenton Town Council created the Town of Warrenton Department of Economic Development in 1993 to strengthen the tax base and to provide quality job opportunities in Warrenton. Since 1993, the economic development work program has been focused on three (3) main areas of concentration: providing assistance and encouragement to existing businesses, identifying and providing assistance to new businesses interested in a Warrenton location, and marketing Warrenton as a tourist location.

During Fiscal Year 2002, the amount of resources devoted to each area of concentration were approximately 30 percent on Tourism Programs, 45 percent on Existing Business Assistance, including tourism related marketing, and 25 percent on New Business Recruitment. An additional 5 percent of resources were devoted toward Community Information, which includes the kiosk and web site programs. Resources include the amount of staff time and funds expended on the activity.

<u>Tourism Programs</u>	<u>Percentage of Resources</u>
The John S. Mosby Museum and Education Center	15%
Events coordinated by the Partnership for Warrenton	<u>15%</u>
<b>Total</b>	<b>30%</b>

<u>Existing Business Assistance</u>	<u>Percentage of Resources</u>
Marketing	10%
Business Outreach	15%
Farmers' Market	5%
Response to Information Requests	10%
Attending Business Organization Meetings	<u>5%</u>
<b>Total</b>	<b>45%</b>

<u>New Business Recruitment</u>	<u>Percentage of Resources</u>
Business Outreach	15%
Response to Information Requests	<u>10%</u>
<b>Total</b>	<b>25%</b>

<u>Community Information</u>	<u>Percentage of Resources</u>
Kiosk	1%



Website

**Total**

**5%**

4%

The planned allocation of resources for the FY 2003 economic development work program is the same as FY 2002. The focus will continue to be weighted toward providing assistance to existing businesses. Activities planned in the FY 2003 Economic Development Budget to provide assistance to existing businesses include:

- Increased business outreach, including the visitation and welcome letter programs.
- Coordinate with the private development community to increase the inventory of quality office/flex space and available building lots to meet the needs of expanding businesses in Warrenton/Fauquier County.
- Develop advertising program to encourage visitation to Old Town during the Main Street renovation project.
- Printing the Old Town Warrenton Shopping and Dining Guide quarterly.
- Printing direct mail postcards targeted at the Fauquier, Culpeper, Loudoun and Prince William markets quarterly.
- Print Advertisements in publications such as *Discover*, *The Washington Post*, *The Fauquier Times Democrat* and *The Fauquier Citizen* targeted at the local/regional consumer market.
- Assist in the development of marketing seminars organized through the Lord Fairfax Community College – Small Business Development Center.
- Coordinate the expansion of the Warrenton Farmers' Market, including the development of a marketing program using the new logo.

Funds requested are included in the printing, advertising and postage line items. The amount requested in each line item is equivalent to the funds approved in FY 2002.

According to reports released by the Virginia Tourism Corporation, pleasure-oriented visitation continues to increase at Virginia's attractions, parks and travel centers. History related attractions are sited most often as the activity experienced during pleasure-oriented visits, including historic homes, historic sites and museums with a focus on history. As the Town of Warrenton is a proven attraction for heritage tourists, the FY 2003 economic development work program will include activities to encourage pleasure-oriented travelers to visit Warrenton. Activities planned in the FY 2003 Economic Development Budget to attract pleasure-oriented travelers include:

- Assist the John S. Mosby Foundation to raise funds and promote the John S. Mosby Museum and Education Center.
- Coordinate with the Fauquier Tourism Advisory Committee to develop and market regional attractions.
- Coordinate with the Bluemont Concert Series to market summer concerts on the Warren Green.
- Assist the Partnership for Warrenton Foundation to coordinate and market events in Old Town Warrenton to attract visitors.
- Assist the First Night Warrenton Committee to coordinate and market First Night Warrenton.

Funds requested are included in the printing, advertising, postage and wreaths/signs/planters line items. The wreaths/signs/planters funds will be used to purchase signs for the “Welcome to Warrenton” message boards and to contribute 25 percent toward the Old Town Warrenton planter program. The amount requested in each line item is equivalent to the funds approved in FY 2002.

The FY 2003 economic development work program plans to spend approximately 25 percent of the program resources on New Business Recruitment activities. The Virginia Economic Development Partnership (VEDP) continues to refer an increasing number of potential business prospects to Warrenton/Fauquier County. The resources used for new business recruitment will be utilized in responding to the VEDP referrals.

- Coordinate with the private development community to construct quality office/flex space and building lots to attract prospective businesses.
- Visit the VEDP offices in Richmond twice yearly to promote Warrenton/Fauquier County/Vint Hill.
- Invite VEDP representatives to Warrenton/Fauquier County/Vint Hill twice yearly.

Funds requested include printing, postage and professional services line items. The professional services funds would not be used unless a local match is required to participate in such regional projects as updating the Labor and Wage Study or to complete a Commuter Study. The amount requested in each line item is equivalent to the funds approved in FY 2002.

The Community Information focus of the economic development work program includes the kiosk and the website. The kiosk program was implemented in 1998 to provide residents and visitors with the opportunity to retrieve community information and to interact with Town government without having to visit Town Hall. In 1999, the Town of Warrenton entered into a partnership with Fairfax County and the City of Fairfax, which resulted in the information of each community being included on all the kiosks in the Kiosk Program. Fairfax County currently has sixteen (16) kiosks located throughout the County in government centers and libraries. The City of Fairfax has one (1) kiosk unit located in the City of Fairfax Public Library. In addition, the Council of Governments (COG) has kiosk units in three (3) Fairfax County shopping malls. The COG kiosks also contain the information from each community in the partnership. The Town of Warrenton, therefore, has community information located on twenty-one (21) kiosks throughout Northern Virginia. The kiosk program is funded through the Town of Warrenton Data Processing budget (60 percent) and the Town of Warrenton Water and Sewer Fund (40 percent). Activities planned in the FY 2003 Economic Development work program for the kiosk include:

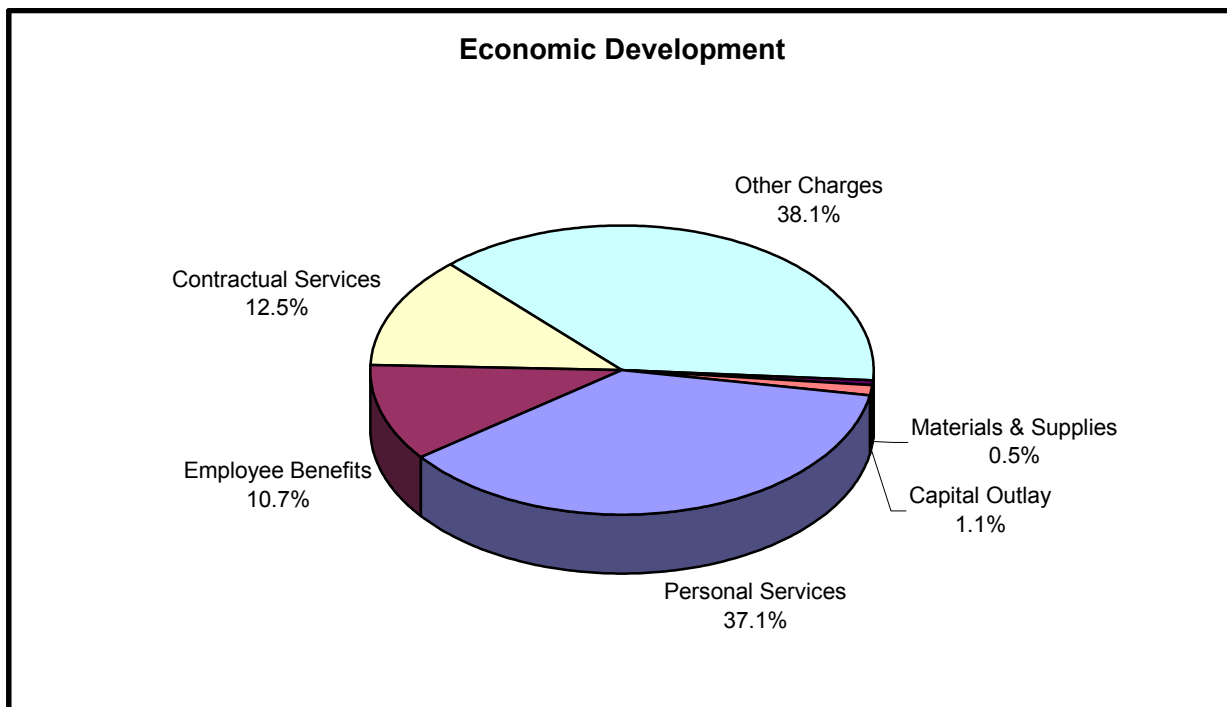
- Coordinate with the Fairfax County Department of Information Technology to web enable the Warrenton kiosk. The kiosk currently is a stand-alone device without the capability to access the internet. The Fairfax County Department of Information Technology is working toward the successful integration of software and telecommunications necessary for the kiosk to be linked to the Internet.
- Improve the marketing, including the signage on the machine, to inform residents and visitors of the kiosk’s availability and abilities.
- Coordinate with the Warrenton-Fauquier Visitor Center to install a kiosk unit at the Center.

The Town of Warrenton website, <http://www.townofwarrenton.com>, was redesigned during Fiscal Year 2002 to make the site more user friendly and to include e-government capabilities. The website program is funded through the Town of Warrenton Data Processing budget (60 percent) and the Town of Warrenton Water and Sewer Fund (40 percent). Activities planned in the FY 2003 Economic Development work program for the website include:

- Marketing the website to inform residents of the ability to conduct e-government transactions.
- Coordinate the updates of the site to insure the information remains timely and relevant.

Each year, the Town of Warrenton economic development work program is designed to focus the Economic Development Department's resources based on the needs of the community. According to feedback received from local businesses and residents, as well as economic forecasts for the region and state, the economic development work program for Fiscal Year 2003 will be focused on providing assistance and encouragement to the existing business community, followed closely by tourism development and new business recruitment.

#### **FY 2003 Appropriations At A Glance**



## Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$71,459	\$77,305	\$70,451	\$79,770	\$2,465
Employee Benefits	19,574	20,214	18,009	23,001	2,787
Contractual Services	25,547	27,000	31,693	27,000	0
Other Charges	75,267	90,260	88,883	82,008	(8,252)
Materials & Supplies	15,826	1,000	3,270	1,000	0
Capital Outlay	1,339	2,450	2,920	2,450	0
Total	\$209,012	\$218,229	\$215,226	\$215,229	(\$3,000)

## Personnel Summary

Full Time	1.5	1.5	1.5	1.5	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	1.5	1.5	1.5	1.5	0.0

## FY 2003 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Economic Development Director	1.0
Community Development Assistant	0.5
Total Authorized FTE's	1.5

## FY 2002 Significant Accomplishments

During the first half of FY 2002, the Economic Development Department strived to successfully complete the adopted FY 2002 Departmental Goals, including the following accomplishments:

### Existing Business Assistance

- Continued the Welcome Letter & Survey program. Welcome letters and surveys were mailed to each new business with a Warrenton physical address that obtained a business license. Each of the survey responses only indicated positive comments regarding locating a business in Warrenton.
- Provide support to the Lord Fairfax Community College – Small Business Development Center by attending the LFCC-SBDC Advisory Board meetings and contributing input toward the development of training seminars.
- Continued the marketing program for Old Town Warrenton, including the printing and distribution of updated *Old Town Warrenton Shopping & Dining Guide*, the publication of print advertisements in local and regional newspapers, and the printing and distribution of direct mail postcards.
- Continued to work with the Fauquier Technology Alliance (FTA) to promote technology businesses in

Fauquier County by attending the monthly meetings and providing input on the initiatives planned by the FTA.

- Initiated a cooperative marketing program with Discovery Publications to publish monthly advertisements for local retail establishments with the “Shop in your Hometown” theme.
- Acted as an ombudsman to existing businesses to provide information about and assistance with the permitting and review requirements of the Town.

### **New Business Recruitment**

- Initiated the review of the implementation of Technology Zones in Warrenton by the Warrenton Economic Development Advisory Committee to encourage the local development community to provide quality office/flex space and building lots for potential business prospects.
- Coordinated with the Virginia Economic Development Partnership, the Fauquier County Economic Development Department and the Vint Hill Economic Development Authority to recruit a German company to locate its United States operation in Warrenton/Fauquier County.
- Coordinated with the Fauquier County Economic Development Department to develop a working relationship with the Virginia Economic Development Partnership to market Warrenton/Fauquier County as a viable business location.
- Acted as an ombudsman to new businesses by providing information about and assistance with the process of locating a business in Warrenton.

### **Tourism Development**

- Coordinated with the Partnership for Warrenton Foundation to plan, fund, market and implement events in Old Town Warrenton, including the development of sponsorship programs, publishing print advertisements and distributing direct mail postcards.
- Coordinated with the Partnership for Warrenton Foundation to continue the implementation of the Old Town planter program. The program provides an incentive for businesses and property owners to purchase floral planters through a 50 percent reimbursement of the purchase price (maximum of \$100).
- Coordinated with the Partnership for Warrenton Foundation and local print media representatives to promote the annual holiday events in Warrenton and to encourage consumers to shop locally.
- Coordinated the development of a new logo for the Warrenton Farmers’ Market that will be used in a new marketing program and signage to increase visitation to the market.
- Coordinated with the John S. Mosby Foundation on the capital campaign for the Mosby Museum and Education Center, including the successful submission of a TEA-21 grant application for \$250,000.

### **Community Information**

- Coordinated with Town staff to ensure information on new website is current and relevant for Warrenton residents, businesses and visitors.
- Coordinated with the Fairfax County Department of Information Technology to update the

information on the kiosk and to work toward web-enabling the kiosk.

### **FY 2003 Departmental Goals**

The Warrenton Economic Development Departmental Goals for 2003 were designed to develop and implement programs that would achieve positive results in each of three (3) key areas: existing business retention and expansion, tourism and new business recruitment.

#### Existing Business Retention and Expansion

- Continue with the implementation of the Business Visitation Program. The purpose of the Business Visitation Program is twofold: to ensure the business community knows the Town Manager's Office and the Economic Development Department are available to provide assistance and to learn of concerns, problems or potential problems in the business community. Any concern or problem will then become an action item to be resolved by the appropriate Town Department.

### **Performance Measurement Plan:**

#### ***Statement of Purpose***

Among the current and proposed initiatives – and including on-going tasks performed by the Office of Economic Development – it is necessary to develop elements for quantifying workload and accomplishments. While such elements and standards can and will be addressed more fully in the development of a strategic marketing plan for the Office of Economic Development, the following have been developed for initial use in better evaluating the program.

#### ***Program Inputs***

FY 2003 Budget	\$215,229
FTE's	1.5

#### ***Program Effectiveness Measures***

***Performance Target:*** Respond to general information inquiries (with no research required) within 24 hours.

***FY 2000 Results:*** Simple information requests are responded to the day received. If the response will take additional time the individual making the request is informed as to when the response will be made.

***FY 2001 Results:*** Simple information requests are responded to the day received. If the information request will require additional time, the individual making the request is informed when the information will be available.

***FY 2002 Results:*** General information inquiries that do not require staff research were responded to within 24 hours.

***Performance Target:*** Respond to sites information requests (where sites information packets must be assembled) within 48 hours.

***FY 2000 Results:*** Information requests pertaining to industrial sites are responded to within 48 hours using an information packet prepared by the Economic Development Department. Information packets are currently being developed for commercial sites and/or available buildings that will enable the Department to respond faster to information requests. Currently the information requests are responded to within 48 hours if the information is on file.

***FY 2001 Results:*** Information on commercial and industrial buildings and sites is provided within 48 hours of the request.

**FY 2002 Results:** If research is not required, information on commercial and industrial buildings was provided within 48 hours of the request.

**Performance Target:** Respond to inquiries that require research and packet assembly within one week.

**FY 2000 Results:** The Department is currently developing information packets to enable a faster response to information requests requiring research. The average response time is currently one week.

**FY 2001 Results:** Information requiring research is provided within one week of the request. The individual making the request is informed if additional time is required to collect the information.

**FY 2002 Results:** Information requiring research was provided within one week of the request.

**Performance Target:** Follow up with existing business issues/concerns – by facilitating meetings with appropriate department heads, Town Manager, etc. – within one week.

**FY 2000 Results:** The Department facilitates these requests as required.

**FY 2001 Results:** The Department facilitates these requests as required.

**FY 2002 Results:** The Department facilitates these requests as required

**Performance Target:** Return/respond to all telephone calls within one business day.

**FY 2000 Results:** All telephone calls are returned within one business day of being received.

**FY 2001 Results:** All telephone calls are returned within one business day of being received.

**FY 2002 Results:** All telephone calls are returned within one business day of being received.

**Performance Target:** Upon development and implementation of existing business visitation and assistance program, make contact (through phone calls, field visits, etc.) with 10 businesses monthly. Conduct appropriate follow up for each.

**FY 2000 Results:** The existing business visitation program was implemented in late October 1999 and continued through Mid-November 1999 during which time 8 businesses were visited. The Program was recessed during the holidays and was restarted in March 2000 with 4 additional visitations taking place since that time. After each visitation, a thank-you letter is sent to the business with follow-up information about any issues raised during the visit.

**FY 2001 Results:** Although informal visitations were made throughout the year, the official visitation program was put on hold during FY2001. The time devoted to the Tourism initiatives of the Department prevented the continued implementation of the visitation program.

**FY 2002 Results:** Although informal contacts were made throughout the year, the official visitation and assistance program was not conducted during Fiscal Year 2002. Staff constraints in the Department prevented the continued implementation of the program.

**Performance Target:** Participate in 90% of all scheduled Chamber of Commerce Board Meetings, Partnership for Warrenton Foundation Board Meetings, PD 9 Regional Partnership and PD 9 Economic Development Operations Committee meetings.

**FY 2000 Results:** To date, the Department has participated in more than 90% of these meetings, except for the Partnership for Warrenton Foundation Board Meetings. The Department has made the necessary adjustments so that attendance at these meetings will match the attendance records of other Board and Committee meetings. Additionally, the Department has participated in more than 90% of the newly appointed Fauquier County Economic Development Advisory Council meetings.

**FY 2001 Results:** The Department participates in more than 90 percent of the scheduled Chamber of Commerce Board Meetings, Partnership for Warrenton Foundation Board Meetings, PD 9 Regional Partnership and PD 9 Economic Development Operations Committee meetings.

**FY 2002 Results:** The scheduled times of these meetings and staff constraints in the Department have prevented regular attendance. However, close contact was maintained with the Executive Director of each of these organizations to ensure a continued working relationship and input from the Department was provided when necessary.

**Performance Target:** Coordinate all EDAC monthly meetings. Follow up within two weeks of each meeting

with information requested by membership. Complete and distribute minutes of each meeting within one week prior to subsequent regular meeting date.

**FY 2000 Results:** This performance target continues to be met each month. Additionally, the Department facilitated a mini-retreat to develop a work program for the EDAC. The EDAC has focused on one item of the work program at each monthly meeting, resulting in a more effective and efficient committee.

**FY 2001 Results:** The Warrenton EDAC monthly meeting minutes, agenda and additional information are provided to the members a minimum of one week prior to the regularly scheduled meeting.

**FY 2002 Results:** The Warrenton EDAC monthly meeting minutes, agenda and additional information were provided to the members a minimum of one week prior to the regularly scheduled meeting.

**Performance Target:** Following creation and implementation of Economic Development Strategic Marketing Plan:

- identify one-to-four industry sectors for targeted marketing/recruitment;
- accompany VEDP, Vint Hill EDA, and/or NVEDC on at least one targeted industry marketing mission;
- participate with VEDP in one targeted trade show annually;
- develop print ad(s) for placement in appropriate trade and professional publications on an annual schedule – for example, Washington Business Journal, *Site Selection* magazine, *Virginia Business* magazine, *Forbes*, etc.
- in cooperation with Vint Hill EDA, develop an ADC locational map for use in marketing/recruitment;
- co-sponsor with Vint Hill EDA and/or other partners one special event for targeted recruitment;
- utilizing “Warrenton, Virginia . . . a better place”, contract with marketing firm to develop response/recruitment packet with quality of life component.

**FY 2000 Results:** The Town of Warrenton has contracted with the Virginia Tech Economic Development Assistance Center to develop an economic development strategic plan that will be completed in the Summer of 2000. Using the completed strategic plan and the labor study (scheduled for completion in June 2000), industry sectors will be identified for marketing and recruitment purposes.

- The Department will identify which trade shows/marketing missions to attend with the VEDP, the NVEDC, the Vint Hill EDA, and/or the Fauquier County Economic Development Departments after the industry sectors have been identified for recruitment.
- One print ad has been developed and was published in *Virginia Town & City* and *Virginia Business* magazines.
- A response/recruitment packet has been developed using the “Warrenton, Virginia...a better place” quality of live theme.

**FY 2001 Results:** As a result of personnel and scheduling conflicts at the Virginia Tech. Economic Development Assistance Center, the completion of the Economic Development Strategic Plan was delayed until August 2001.

**FY 2002 Results:** The Economic Development Strategic Plan was completed in August 2001:

- Based on the results of the Strategic Plan, target industries have been identified. In addition, a regional industry cluster analysis will be completed in Fiscal Year 2003;
- Due to staff and budget constraints, industry marketing missions are no longer a performance target;
- Due to staff constraints, accompanying VEDP to trade shows are no longer a performance target;
- Print ads have been developed for publication when the opportunity and budget are cost effective;
- Location maps have been developed for use on specific marketing materials;
- An annual business appreciation breakfast is held in partnership with the Fauquier County Economic Development Department, the Vint Hill EDA and the Chamber of Commerce.
- Marketing materials using “Warrenton, Virginia...a better place” continue to be used.



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<b>Function:</b>	<b>Planning &amp; Community Development</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Architectural Review Board (ARB)</b>

### Program Description

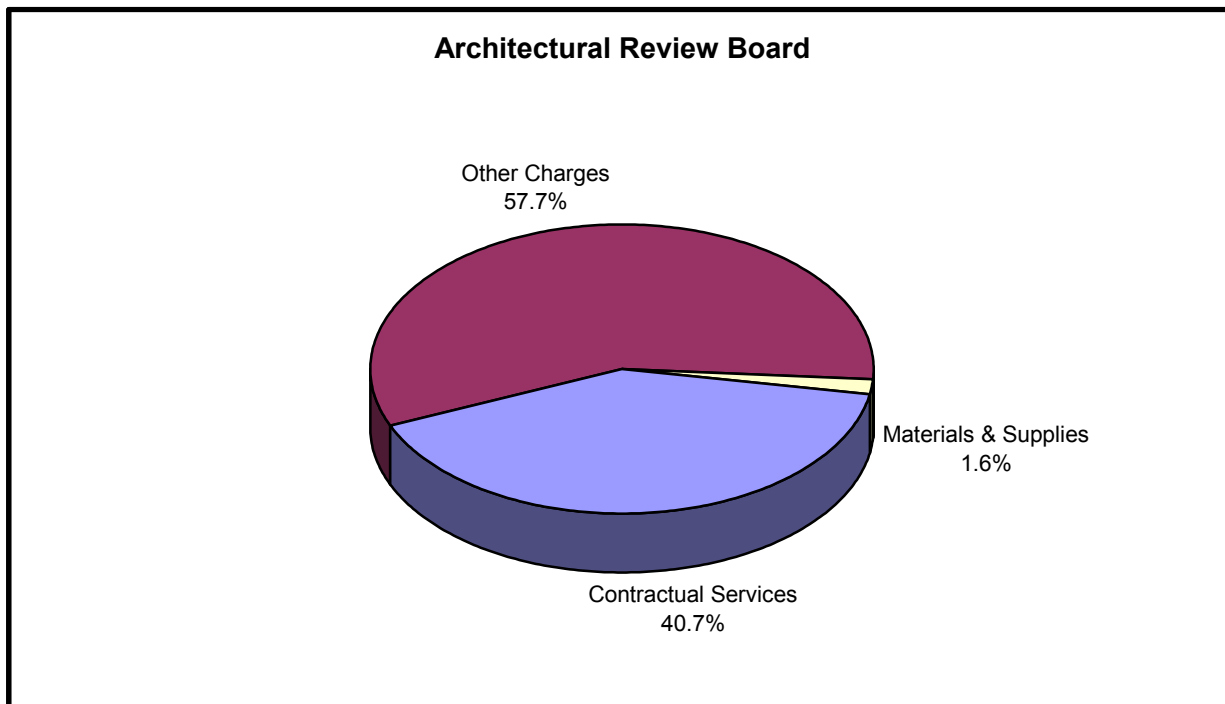
The Architectural Review Board's (ARB) primary function is to issue or deny Certificates of Appropriateness for construction, reconstruction, substantial exterior alteration, razing, relocation and signage within the Town's historic district. In addition, the ARB assists the Town Council, Planning Commission and property owners in matters involving historically significant sites and buildings; to advise owners of historic landmarks or contributing structures on preservation efforts and to propose additional historic districts. The ARB is supported by Town staff, who prepare reports for their review, schedule meetings, etc.

The ARB consists of a Chairman, Vice-Chairman and three other members appointed by the Town Council. The Board meets monthly on the fourth Wednesday and often meets on an as needed basis to accommodate the needs of Town citizens. During FY 2002, the ARB issued forty-five Certificates of Appropriateness.

### Manager's Message

The Town's Architectural Review Board, made up of five members appointed by the Town Council, works to preserve and protect historic places and areas in the Town of Warrenton Historic District through the control of building demolition, the regulation of architectural design and uses, and the education of the public of the importance of historic preservation.

### FY 2003 Appropriations At A Glance



## Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$0	\$0	\$0	\$0	\$0
Employee Benefits	0	0	0	0	0
Contractual Services	55	315	753	1,295	980
Other Charges	479	1,855	88	1,825	(30)
Materials & Supplies	239	80	0	50	(30)
Capital Outlay	0	0	0	0	0
Total	\$773	\$2,250	\$841	\$3,170	\$920

## Personnel Summary

Full Time	0.0	0.0	0.0	0.0	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0

## FY 2003 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Total Authorized	0.0

## FY 2002 Significant Accomplishments:

- Reviewed and approved forty-seven (47) Certificates of Appropriateness.
- All ARB members attended training workshops in compliance with the State-mandated educational requirements for maintaining Certified Local Government status.
- Staff attended the bi-annual conference of the National Alliance of Preservation Commissions.
- Staff identified and started to accumulate publications on historic preservation in order to continue developing the ARB reference library. Information is referenced to review applications when necessary.
- The ARB issued six awards, certificates, and letters of recognition to individuals who rehabilitated and/or restored properties in the Historic District.

## FY 2003 Departmental Goals:

- The ARB will maintain Certified Local Government Program status through required training of Board members and meeting the review criteria of the Virginia Department of Historic Resources.
- The ARB will work to increase public awareness of the Town's historic preservation efforts by:

- Presenting annual ARB awards, which recognize individuals for their exemplary historic preservation efforts;
- Developing informational brochures about Warrenton's Historic District, and the financial benefits of owning and preserving historic buildings.
- Assisting in submitting and administering Certified Local Government grant funds and applications for renovation of the Spilman-Mosby House.
- Attend periodic meetings with the Town Council to discuss issues relative to the Historic District and the requirements therein.

## **Performance Measurement Plan:**

### ***Statement of Purpose***

Preserve and protect historic places and areas in the Town of Warrenton Historic District through the control of demolition, the regulation of architectural design and uses, and the education of the public in the importance of historic preservation.

### ***Program Inputs***

FY 2003 Budget	\$3,170
FTE's	0.0

### ***Program Effectiveness Measures***

***Performance Target:*** Approve or deny Certificate of Appropriateness within 60 days of receipt of a completed application.

***Monitor:*** Number of Certificate of Appropriateness applications received compared to the number of applications acted upon within 30 days.

***FY 2000 Results:*** There were 45 applications received, and all were approved. All but five of the applications were completed within the performance target of 30 days. All five were delayed at the applicant's request and were approved at the next meeting.

***FY 2001 Results:*** There were 50 applications received, 48 of these were approved and 1 was denied. All but 4 of the applications were processed within the performance target of 60 days. The 4 that were not completed within 60 days were delayed at the applicant's request and approved at a subsequent meeting.

***FY 2002 Results:*** There were 57 applications received, 48 of these were approved, 5 denied and 1 was withdrawn. All of the applications were processed within the performance target of 60 days. Of the 5 that were denied, 3 were appealed to Town Council, with 1 being upheld and 2 overturned.

***Performance Target:*** Respond to inquiries by the public within 24 hours and by the Architectural Review Board members at the next meeting of the Board.

***Monitor:*** Number of inquiries compared with the number of inquiries responded to within the given time.

***FY 2000 Results:*** All inquiries by the public are given high priority, and have been handled immediately. Requests that require investigation or research are generally handled within one business day. Inquiries by Architectural Review Board members are also handled immediately.

***FY 2001 Results:*** All inquiries by the public are given a high priority, and have been handled immediately. Requests that require investigation or research are generally handled within one business day. Inquiries by Architectural Review Board Members are also handled immediately, however reports of violations of the Historic District Ordinance often take longer depending upon the nature of the offense.

***FY 2002 Results:*** All inquiries by the public are given a high priority, and have been handled immediately. Requests that require investigation or research are generally handled within one business day. Inquiries by Architectural Review Board Members are also handled immediately, however reports of violations of the Historic

District Ordinance often take longer depending upon the nature of the offense.

**Performance Target:** Complete requirements to maintain Certified Local Government status.

**Monitor:** Annual Certified Local Government Report to the Virginia Department of Historic Resources

**FY 2000 Results:** Completed necessary training maintaining Certified Local Government status. Staff prepared and submitted annual audit for review and approval to the Virginia Department of Historic Resources.

**FY 2001 Results:** The annual Certified Local Government Report to the Virginia Department of Historic Resources was filed on October 6, 2000. Continued training for the Members of the Architectural Review Board is currently being scheduled for late spring, 2001.

**FY 2002 Results:** The Town continues to maintain its Certified Local Government status by meeting the requirements of the CLG.

**Performance Target:** Submit Certified Local Government grant applications to the Virginia Department of Historic Resources to fund historic preservation projects.

**Monitor:** Annual Certified Local Government Report to the Virginia Department of Historic Resources

**FY 2000 Results:** No grant proposal was submitted this year.

**FY 2001 Results:** One grant proposal was funded by the Virginia Department of Historic Resources during FY 2001. The grant was in the amount of \$50,000 and was awarded to the Town for the restoration of Brentmoor.

**FY 2002 Results:** One grant proposal was funded by the Virginia Department of Historic Resources during FY 2002. The grant was in the amount of \$28,000 and was awarded to the Town for the restoration of Brentmoor. The previous \$50,000 grant was completed during this time period.

**Performance Target:** Gather and update historic preservation materials issued by the Secretary of the Interior, the Virginia Department of Historic Resources, local governments and other historic preservation organizations.

**Monitor:** Using historic preservation and local government publications, the Internet, and other sources, expand and refresh the Town's library of historic preservation materials.

**FY 2000 Results:** This collection has been turned over to the newly hired Community Development Assistant who has catalogued the materials, assessed the completeness of the collection, and has acquired 5 new publications dealing with different aspects of historic preservation.

**FY 2001 Results:** A Historic Preservation Reference Collection has been established by the Board. A cannon of reference materials essential to conducting the work of the Board has been identified. The reference collection is being made available for use by members of the community interested in historic preservation.

**FY 2002 Results:** : A Historic Preservation Reference Collection has been established by the Board. A cannon of reference materials essential to conducting the work of the Board has been identified. The reference collection is being made available for use by members of the community interested in historic preservation.

**Performance Target:** Develop informational brochures about historic preservation, the Historic District, and the financial benefits of owning and preserving a historic building.

**Monitor:** Development and dissemination of the brochure to all interested parties.

**FY 2000 Results:** N/A

**FY 2001 Results:** The Board is drafting an updated informational brochure to be printed and disseminated later this year.

**FY 2002 Results:** The Board drafted and updated informational brochures which was printed and disseminated to the owners of all 1,907 identified historic district property. The same brochure was also sent to local real estate agents.

**Function:** Transfers & Reserves

**Fund:** General

**Department:**

**Program Description:**

This function includes the contribution from the General Fund to other Town funds. Additionally, provisions for contingencies and reserves for emergency General Fund expenditures are included in this function.

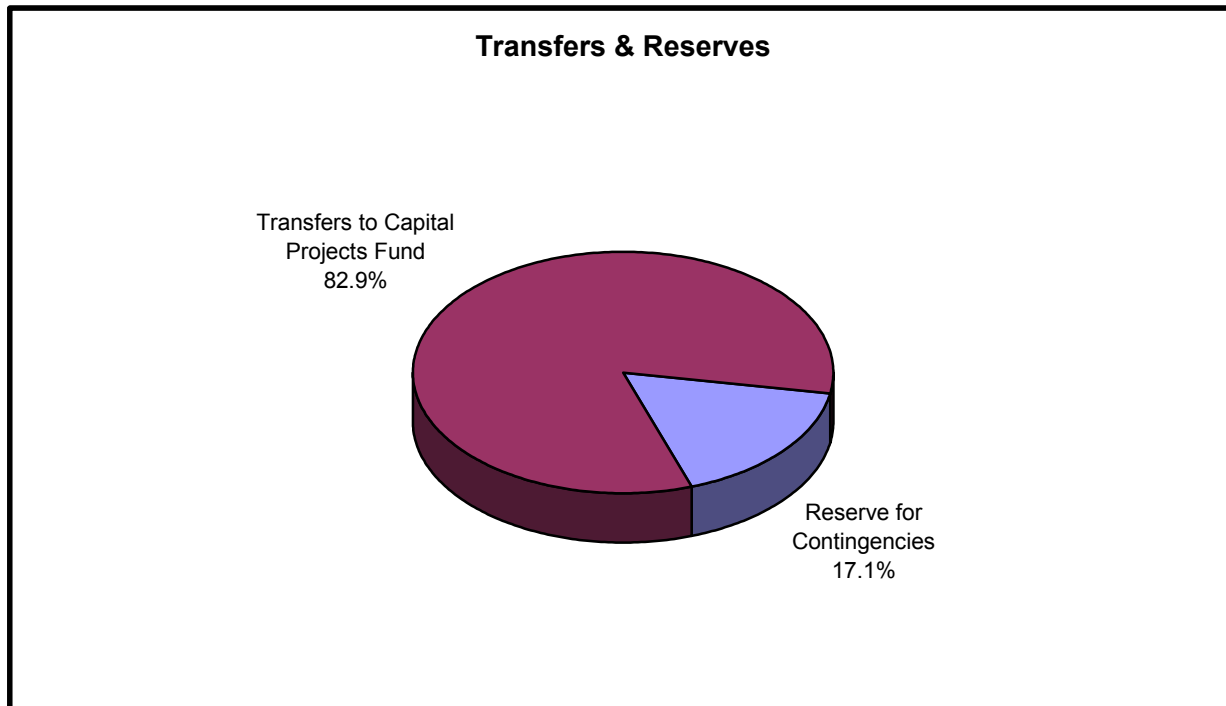
**Manager's Message**

Transfers are used to direct General Funds not used for daily governmental operations or support of departmental budgets to other expenditure areas. In the proposed Fiscal Year 2003 budget \$156,947, or approximately ½ of the June 30, 2001 balance of \$218,176, is proposed to be transferred to reserves for funding compensated absences. Currently, the Town is not required to fund (as a liability) funds for compensated absences (accrued leave balances) in the General Fund, only in a proprietary fund. Under the new GASB34 regulations, compensated absences will be required to be funded. This funding is being accomplished over a two year period.

Fiscal Year 2003 Reserve for Contingencies is for funding an upgrading of the Town's Classification Plan, which has not been done since June 1990 and a salary scale survey, which was last done informally in FY2000. The study, estimated to cost \$20,000, will include General Fund and Utility Fund employees. As part of the Council's directive to change the Performance Appraisal System, \$6,000 is budgeted to fund a 2% salary scale adjustment. This is the estimated cost of salaries and fringe benefits to bring the few employees who would otherwise be below the entry level for their salary range when the scale is adjusted by the 2%.

The proposed \$890,002 Transfer to Capital Projects Fund is for funding those projects in the Capital Projects Fund that are not funded in other ways. Of the \$890,002, \$270,756 represents funds from the Economic Development Reserves for the Visitors Center/Chamber of Commerce project that is considered a tourism project and \$150,000 represents funds for a new radio system for the Police Department.

## FY 2003 Appropriations At A Glance



### Expenditure Summary:

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Reserve for Contingencies	\$0	\$67,008	\$0	\$182,947	\$115,939
Transfers to Capital Projects Fund	0	1,055,626	0	890,002	(165,624)
Total	\$0	\$1,122,634	\$0	\$1,072,949	(\$49,685)

<b>Function:</b>	<b>Debt Service</b>
<b>Fund:</b>	<b>General</b>
<b>Department:</b>	<b>Debt Service</b>

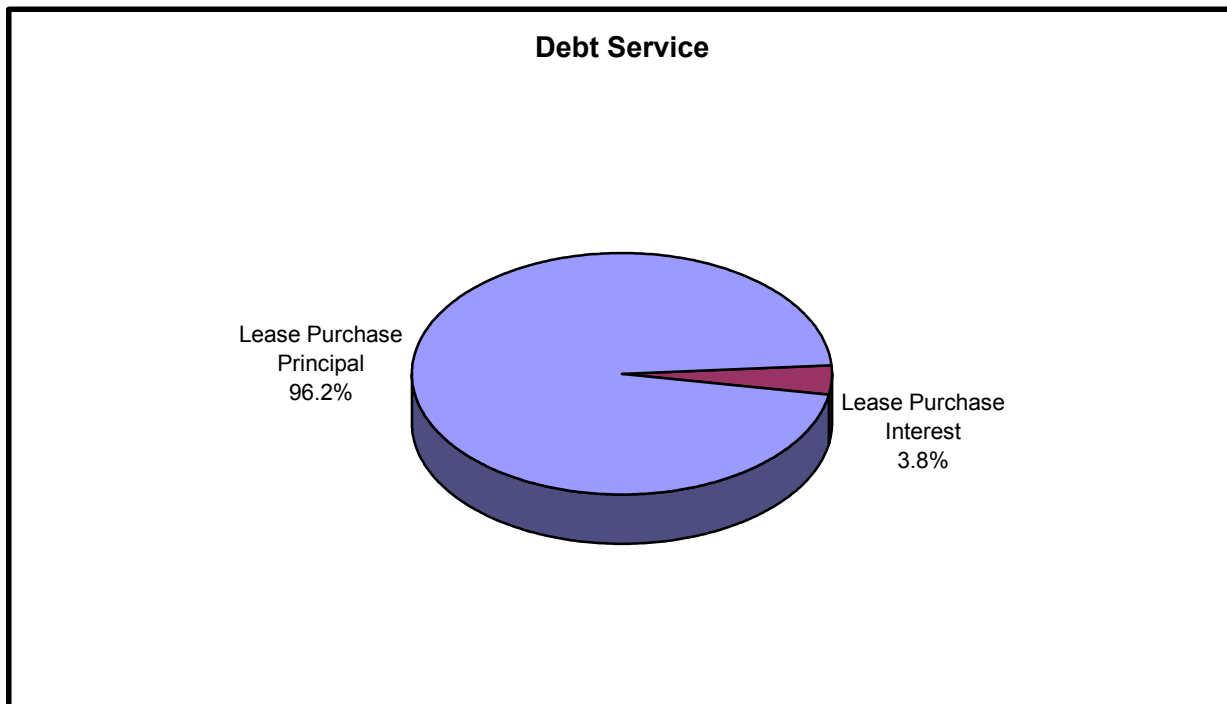
### Program Description

This function includes the funding for principal and interest payments for General Fund lease purchase agreements.

### Manager's Message

The budgeted amount of \$67,921 represents principal and interest payments for the third year of a three-year contract for the lease purchase agreement of six police cruisers for the Police Department and the second year of payments for the mainframe computer (AS400) approved by Council in February 2001.

### FY 2003 Appropriations At A Glance





**Expenditure Summary:**

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Lease Purchase Principal	\$52,159	\$59,788	\$59,865	\$65,364	\$5,576
Lease Purchase Interest	7,804	6,103	0	2,557	(3,546)
Total	\$59,963	\$65,891	\$59,865	\$67,921	\$2,030

**Capital Projects Fund**

**Revenue**

Total Capital Projects Fund revenue for FY 2003 total \$1,190,002.

**Revenue Description:**

**Grant – Visitor’s Center**

**FY 2003 Estimate:**

**\$300,000**

The Town of Warrenton received a FY 2002 TEA-21 grant in the amount of \$300,000 for the construction of a tourist and welcome center on the property of the Mosby-Spilman house. The proposed cost to the Town for this project for FY 2003 is \$609,896. A subsequent grant application has been submitted for the remainder of the funds, however if the FY2003 TEA-21 grant request is not awarded, then \$300,000 is to be funded by the grant currently awarded and the remainder is a transfer of funds from the Economic Development (Business Park) reserve.

**Revenue Description:**

**Transfers from General Fund**

**FY 2002 Estimate:**

**\$890,002**

This line item includes transfers from the General Fund to fund capital projects scheduled for completion in FY 2003 and includes \$270,756 of Economic Development Reserve monies and \$175,000 for a new radio system for the Police Department.

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<b>Capital Projects Fund</b>
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<b>Capital Projects</b>
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**Program Description**

The Capital Improvements Fund represents the best efforts of the Town's citizens, Council, staff, and Planning Commission to identify and recommend major construction projects over the next five years for the Town in a manner which allows for long-range fiscal planning utilizing available tax dollars.

**Town Manager's Message**

Many of the FY 2003 projects included in the budget have been drawn from previous engineering studies, planning documents and/or staff reports and many have worked themselves through an arduous review process over the years. The projects all meet a need of the Town and help fulfill a goal or goals of the Council or Comprehensive Plan. The five-year Capital Improvements Plan (CIP) is included with this document and includes a variety of projects proposed for construction utilizing Town funds.

Each project submitted, as noted, is one that is necessary to meet the Council's established goals and all are fully funded in FY 2003 after careful review by the Planning Commission.

The proposed Capital Improvements Program projects financed by General Funds include four public works and one economic development related project that have previously been identified as needed in the community. The General Fund CIP budget for Fiscal Year 2003 is \$1,190,002, a decrease over the current fiscal year.

## FY 2003 Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Road Construction Projects	\$18,717	\$225,860	\$234,958	\$0	(\$225,860)
Building Construction Projects	101,231	1,217,640	1,243,933	570,756	(646,884)
Recreational Related Projects	24,491	22,100	24,127	0	(22,100)
Stormwater Management Projects	288,910	292,888	279,502	114,148	(178,740)
Street Light Projects	3,480	5,662	5,662	0	(5,662)
Landscaping Projects	0	0	26,434	0	0
Sidewalk, Curb & Gutter Projects	0	198,358	197,750	280,098	81,740
Traffic Signalization Projects	3,787	0	0	50,000	50,000
Parking Projects	33,751	80,088	95,662	0	(80,088)
Police Department Radio System	0	0	0	175,000	175,000
Lineweaver Technology Center	2,505	0	0	0	0
Total	\$476,872	\$2,042,596	\$2,108,028	\$1,190,002	(\$852,594)

The proposed Capital Improvements Program projects financed by General Funds include numerous public works, public safety and recreation-related projects that have previously been identified as needed in the community. Projects included in the FY 2003 program are:

### **Oliver City Drainage FY 2003 Appropriation: \$114,148**

The proposed project involves the installation of 435' of 42" storm pipe and 88' of 30" storm pipe to be able to handle the frequent thunderstorm runoff that overflows existing pipes. The proposed project will also include installing three storm drains to catch the storm runoff and rip-rap outlet protection. This project is a citizen requested project. The network of storm pipes in the area is not adequate to handle the runoff from the violent and frequent thunderstorms. This project will help alleviate the worst of the flooding, particularly yard flooding in the area, by upgrading the capacity and extending the system in the most affected area. There are currently four residences which are located on the edge or in the 100-year flood plain. During the summer of 2000, one particular residence was flooded by a violent thunderstorm. Several storms this past summer (2001) with heavy rainfall resulted in flooding of yards.

### **Lee Street and Falmouth Street Traffic Signalization FY 2003 Appropriation: \$50,000**

The proposed project involves the installation of a traffic light/signal at the intersection of Lee Street and Falmouth Street to better facilitate traffic through the intersection and provide a safer intersection. The project will include the installation of signals (traffic and pedestrian), detection loops, command buttons, restriping and electronics cabinet and is to be performed with Town staff under the advisement of the Town's Traffic Consultant/Technician. For several years citizens and motorists that use the intersection have requested that a light be installed. Past traffic studies conducted have not warranted that a signal be installed. In September 2001, at the Town's request, VDOT conducted a Traffic Signal Warrant study of the Town under its Small Urban Area Transportation Plans Program. The results of the study indicated that a signal is warranted for the intersection and was recommended by VDOT. The study revealed that all but one lane movement (turning/through movement) was rated

as failing with a service level of "F". The intersection currently meets three of the volume requirements for warrants (only one is needed to justify installation of a signal).

Note: The Comprehensive Plan calls for "RoundABOUTs" as an alternative to traffic signals whenever possible. This alternative would complement the community and deserves study and analysis leading to review by Council before any commitment is made to a traffic signal.

**Visitor Center/Chamber of Commerce Building & Parking Lot  
FY 2003 Appropriation: \$570,756**

In January 1999, the Town purchased property at 173 Main Street containing approximately three acres of land known as the Mosby-Spilman House for \$460,000 with the intent of establishing a historical museum, visitor center and Chamber of Commerce office. The Town has now received a Transportation Enhancement Program Grant from the Commonwealth of Virginia for \$300,000 to "...construct a new tourism center adjacent to the historic Mosby-Spilman house... to include street and sidewalk improvements, parking area, pedestrian pathways, street furniture, bike racks, and additional landscaping." The Council has approved application for the balance of funding but State economic conditions do not favor approval.

Very preliminary project estimated costs are as follows:

Engineering and Construction	\$494,850
Calhoun Street Improvements	\$41,850
Project Manager	\$20,000
Contingencies	<u>\$54,000</u>
TOTAL	\$609,896
Less Grant Funds	\$300,000
Less Calhoun Street Capital Budget	<u>\$39,140</u>
BALANCE	\$270,756

(Project is shown in Capital Projects Budget at \$570,756 Visitor Center and \$39,140 Calhoun Street which totals \$609,896)

It is recommended that in the event the Fiscal Year 2003, TEA-21 grant request is not successful, that the necessary funds be allocated from the approximately \$714,000 in the Economic Development Fund. The Economic Development Fund consists of the proceeds collected from the development of and sale of land in the Lineweaver Technology Center. The fund originally was established to enable the Town Council to invest in additional property for industrial development. As the Town Council no longer intends to purchase land for industrial development purposes, it is recommended that the funds in the account be used for projects that will promote the goals and objectives the Council had adopted for the Warrenton economic development program.

A schedule of activity has been prepared for Town Council and submitted to the Transportation Program managers. The approved grant from the State will allow the retention of an architect to develop preliminary design specifications and the recommended budget is intended to include the necessary funding to proceed with construction in the event that additional State grant funds are not forthcoming.

One cautionary note is that until the architect completes his preliminary design and can prepare cost estimates based upon this design, the estimates used at this stage must be considered very preliminary. Following the architect's presentation of preliminary design to all interested parties and subject to approval by Town Council, this budget will allow the project to proceed.

This project will achieve the goals of the Town Council in reaching their decision to invest in this historic property. The Chamber of Commerce/Visitor Center will be located at the entranceway to the historic downtown and a major tourism attraction will be created. Lease arrangements with the

Chamber of Commerce/Visitor Center will need to be finalized prior to authorization for construction. A very preliminary review of present lease agreements would seem to indicate a need for modification in order to ensure that the Mosby-Spilman House concept is fully realized within a reasonable period of time and this, too, will need to be explored in the months ahead.

**Calhoun Street and Sidewalk Improvements**  
**FY 2003 Appropriation: \$39,140**

The proposed project involves street and sidewalk improvements to Calhoun Street between Main Street and Horner Street. The improvements consist of curbing and brick sidewalk on the east side of the street, improving the turning radius at Main Street to accommodate bus traffic to the Mosby House/Visitor Center and storm drainage. The street is being converted from a very narrow two-way street to one-way traffic on this section. Mr. Dick Keller, a traffic consultant addressing the Calhoun Street, High Street, Haiti Street and Academy Hill Road area of town, performed a neighborhood transportation study. Mr. Keller considered current and future flows, the development of a parking lot at the Baptist Church and the development of the Mosby House and Visitor Center at the corner of Calhoun and Main Streets. Mr. Keller recommended, and the Council has approved, the one-waying of Calhoun Street to accommodate traffic and pedestrians visiting the Mosby site. The street and sidewalk improvements will facilitate bus and personal vehicle traffic to the center, thus the need for intersection improvements at Main Street. The brick sidewalk provides pedestrian access and adds to the finished look of the site and compliments the Main Street improvements in Old Town. The cost of the project will be considered as "payment in kind" to help satisfy the 20% local contribution required by the TEA21 grant.

Note: This project should commence only after substantial completion of the Visitor Center/Chamber of Commerce parking lot.

**Main Street Improvements**  
**FY 2003 Appropriation: \$240,958**

The project involves providing a facelift to Main Street between 4th Street and Courthouse Square. Included are brick sidewalks with a variety of patterns, new curbing, period streetlights with associated underground conduit/wiring, tree replacement and brick crosswalks. Brick style crosswalks are included in the project.

The Old Town Main Street between 4th Street and Courthouse Square is in need of repair. The sidewalks continue to be trip hazards with several serious incidents reported in the last year. A decade of utility cuts and heavy traffic have caused the street to need repaving. The budget amount increased from \$133,740 noted in the 4/9/01 Report to Council, mainly due to a 100% increased cost for demolition in front of stores and a 20% increase for brick sidewalk and crosswalk construction, as experienced in the demonstration project. Included is \$20,000 for a bonus incentive for early completion to help reduce disruptions to the Main Street businesses. The project is designed based on the recommendations of the Downtown Committee and the lessons learned during the demonstration project completed in September 2001. The demonstration project received numerous compliments from both visitors and business owners. The street surface is the worst pavement section in the Town due to age and utility work the past decade.

**Police Department Radio System**  
**FY 2003 Appropriation: \$150,000**

The allocation to replace the Warrenton Police Department's communications system that integrates with the Fauquier County/Town Of Warrenton Joint Emergency Dispatch Center.



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<p><b>Water &amp; Sewer Fund</b></p> <p><b>Sources of Revenue</b></p>
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**Water & Sewer Fund revenues for FY 2003 total \$4,810,384**

Revenues for the system are not projected to change dramatically. Of interest may be adjustments in the “sale of water” and “sewer service” categories. As Council will recall, the rate system for the two line items was changed to reflect a higher charge for sewage than water because sewage was more expensive to treat. At the time this was done, new minimum payments were set and the cumulative effect of the changes was a decrease in operating revenues for the system which staff has been analyzing for the last two years. Based upon the historical analysis of income since the new rate schedule adoption, the projected revenue figures are realistic and reflect what may be anticipated via current rates and increased users.

<b>Revenue Description:</b>	<b>Transfer Fees</b>
<b>FY 2003 Estimate:</b>	<b>\$7,900</b>

The Town charges a non-refundable processing fee for establishing new utility accounts. The FY 2003 estimate is determined using historical data. Projected revenue is based on anticipated growth in population and business expansions.

<b>Revenue Description:</b>	<b>Revenue from Use of Money</b>
<b>FY 2003 Estimate:</b>	<b>\$88,000</b>

Interest and investment revenue fluctuates with the general economic conditions and the level of Town’s cash balances. The moderate decrease in this line item reflects a conservative history of estimating and the projected stability or slight decrease in interest and investment yields.

<b>Revenue Description:</b>	<b>Revenue from Use of Property</b>
<b>FY 2003 Estimate:</b>	<b>\$114,000</b>

The Town owns two residential properties located on the water plant and reservoir grounds. These properties are leased to Town employees at market rates and adjusted annually based on the Consumer Price Index. The Town also generates revenue from leasing space on the Town’s water tower to telecommunications companies.

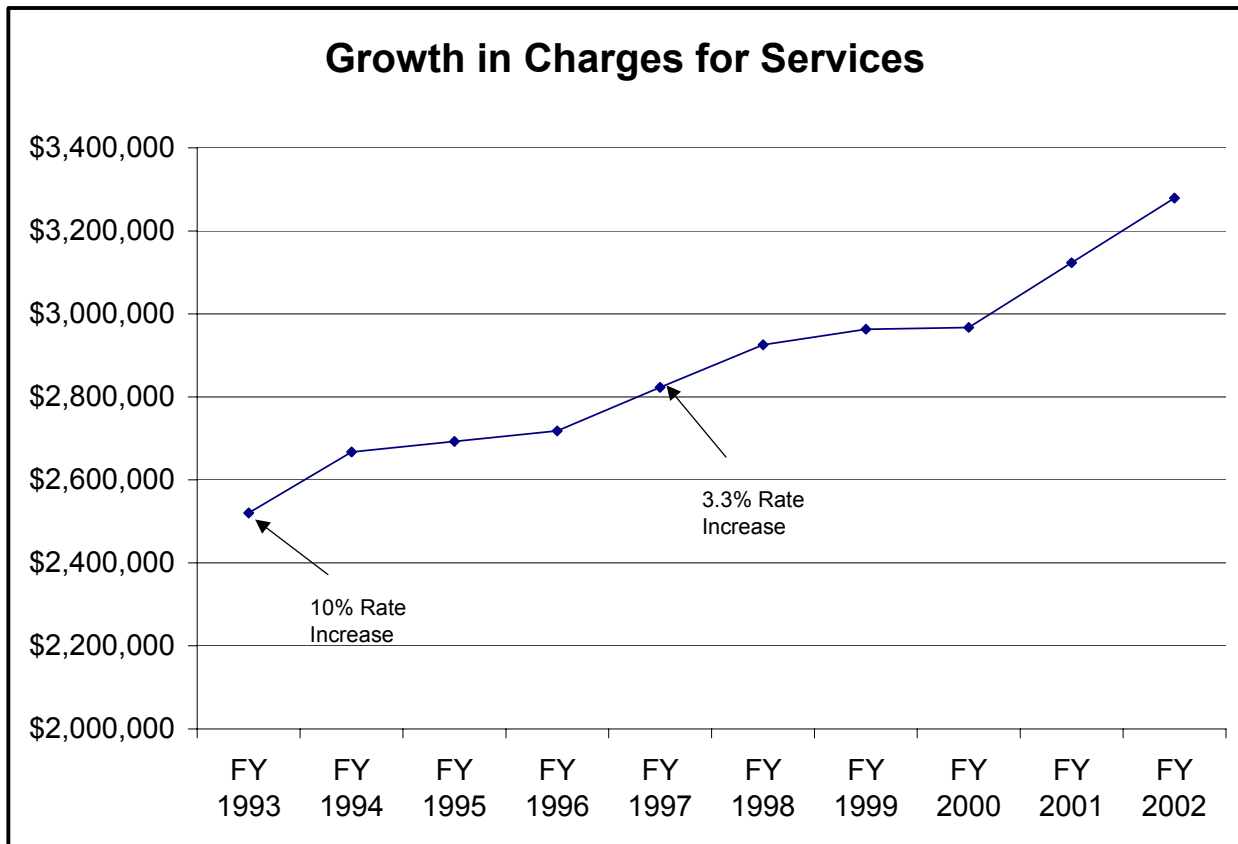
<b>Revenue Description:</b>	<b>Charges for Services</b>
<b>FY 2003 Estimate</b>	<b>\$3,279,215</b>

The Town currently provides water and sewer services to approximately 3,500 residential and commercial customers in the Town and within its service areas.

In December 1996, Council received and discussed the Utility Rate Study which had been developed by the Town’s consultants, Reznick, Fedder and Silverman and O’Brien and Gere. This study, the first comprehensive effort conducted by the Town since 1977, reflects rates that the Town needs to charge based upon the cost of providing water and sewage service to its customers. There are no utility rate changes included in the FY 2003 budget and the increase over FY 2002 is based on an additional 200 customers.

The following rate schedule was effective July 1, 1998. There are no utility rate changes included in the FY 2003 budget.

## Growth in Water & Sewer Revenues



## Water & Sewer Rates Adopted - FY 2003

Service	Water	Sewer
<b>In-Town</b>		
Base Rate, includes the first 2,000 gallons	\$7.20	\$10.80
Commodity Charge, per 1,000 gallons	\$3.10	\$6.20
Availability Fee, per ERC	\$2,700.00	\$4,100.00
Average Monthly Bill (based on 5,000 gallons)	\$16.50	\$29.40
<b>Out-of-Town</b>		
Base Rate, includes the first 2,000 gallons	\$10.80	\$16.20
Commodity Charge, per 1,000 gallons	\$4.65	\$9.30
Availability Fee, per ERC	\$4,050.00	\$6,150.00
Average Monthly Bill (based on 5,000 gallons)	\$24.75	\$44.10

### Revenue Description: Recoveries & Rebates

**FY 2003 Estimate:** **\$6,500**

Revenues generated are minor in nature and difficult to estimate on other than a historical trend basis. Included are costs expended or incurred, then recovered.

### Revenue Description: Miscellaneous Revenue

**FY 2003 Estimate:** **\$15,700**

Revenues generated are minor in nature and difficult to estimate on other than a historical trend basis. Included are charges for the sale of meters and other connection materials directly to contractors or homeowners.

### Revenue Description: Non-Revenue Receipts

**FY 2003 Estimate:** **\$745,300**

Water & Sewer one-time availability fees for new and rehabilitated construction are recorded in this line item. Considered a non-revenue item, receipts were charged directly to Contributed Capital as opposed to retained earnings and became part of the equity, or ownership portion of the Water & Sewer fund balance sheet. With the implementation of GASB 33 in FY 2001, availability fees are now recorded as non-revenue receipts and added to retained earnings.

Non-revenue receipts are difficult to estimate and are directly related to new development or new construction in the Town and within its service area. Estimates are always conservative in nature and in general, receipts realized exceed budget amounts each fiscal year.

### Revenue Description:

### Transfers from Reserves

**FY 2003 Estimate:** **\$553,769**

This source of funds represents the transfer of funds from undesignated retained earnings to be used for partial funding of the Cedar Run Lift Station upgrade.

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<b>Function:</b>	<b>Public Utilities</b>
<b>Fund:</b>	<b>Water &amp; Sewer</b>
<b>Department:</b>	

### **Program Description**

The Town's Utilities Fund, which includes all revenues and expenditures for the production and distribution of drinking water and collection and disposal of sewage in Warrenton and the area surrounding the Town, stands alone as an "enterprise" fund as part of the Town's total budget. Monies used to support this budget are derived via monthly collections for services used by the Town's 3,494 residential and business accounts (an increase of almost 200 accounts over the prior fiscal year), availability fees paid by new customers and other miscellaneous charges.

### **Manager's Message**

During the 2001-2002 Fiscal Year, the water and wastewater treatment plants continued to operate within treatment parameters as issued by the Virginia Departments of Health and Environmental Quality. During this time, the water treatment plant produced an average of 1.10 million gallons of potable water per day and the wastewater treatment plant treated 980,000 gallons of sewage per day, both numbers well below the 2.5 million gallon per day permitted for the wastewater plant and the 2.0 million gallons per day permitted for the water plant. With the growth in customer accounts over the last ten years, it is important to note that the average annual gallons of water produced and sewage treated has remained relatively steady and in some cases declined. Most recently for sewage, the minimal growth in the flows is attributed to the current efforts to combat inflow and infiltration through an aggressive main line rehabilitation program and two below normal rainfall seasons. The water production growth has been minimized with a very successful program to reduce unaccounted water losses through a comprehensive and highly technical effort to identify and repair leaks in the system, ranging from very minor leaking valves to previously undetected leaks in the main line. Both efforts have kept the operation times of both plants to a minimum, saving on staffing cost.

The budgets for both the wastewater and water treatment plants are primarily to maintain the current operational and maintenance functions of the facilities. With the growth of housing developments there is the addition of 4 new sewer pump stations to the system and the associated increases in operation costs. The wastewater plant has budgeted the replacement of several key system components that are on 10 to 15 year replacement cycles and should not reappear in near future budgets. These items include the failing comminutor at the Cedar Run Pump Station (\$44,000), a wet well pump replacement at the treatment plant (\$18,000), roof replacements for the belt press (\$12,500) and for the digester building (\$18,500).

Since 1992, it has been recognized that an upgrade to the Cedar Run Basin Sewage Pumping System capacity would eventually need to be increased to meet the future build-out of the town and the associated commitments to serve certain out of town properties. This project has been delayed for several years, but with the explosive growth over the last two years and the current growth projections it is imperative that the system capacity be provided in the proposed budget. The \$793,393 proposed for the project will provide the capacity needed for the next three years until the second and final phase of the project can be completed. The project consists of upgrading 5,600 feet of force main from 8 inch to 12-inch pipe, construction of 1,950 feet gravity collection sewer line, and the design of the upgrades.

The Meter Reading section of the Utilities staff continues to attempt to work as efficiently as possible and will continue to install automated remote read meters which will allow the staff numbers to remain constant while

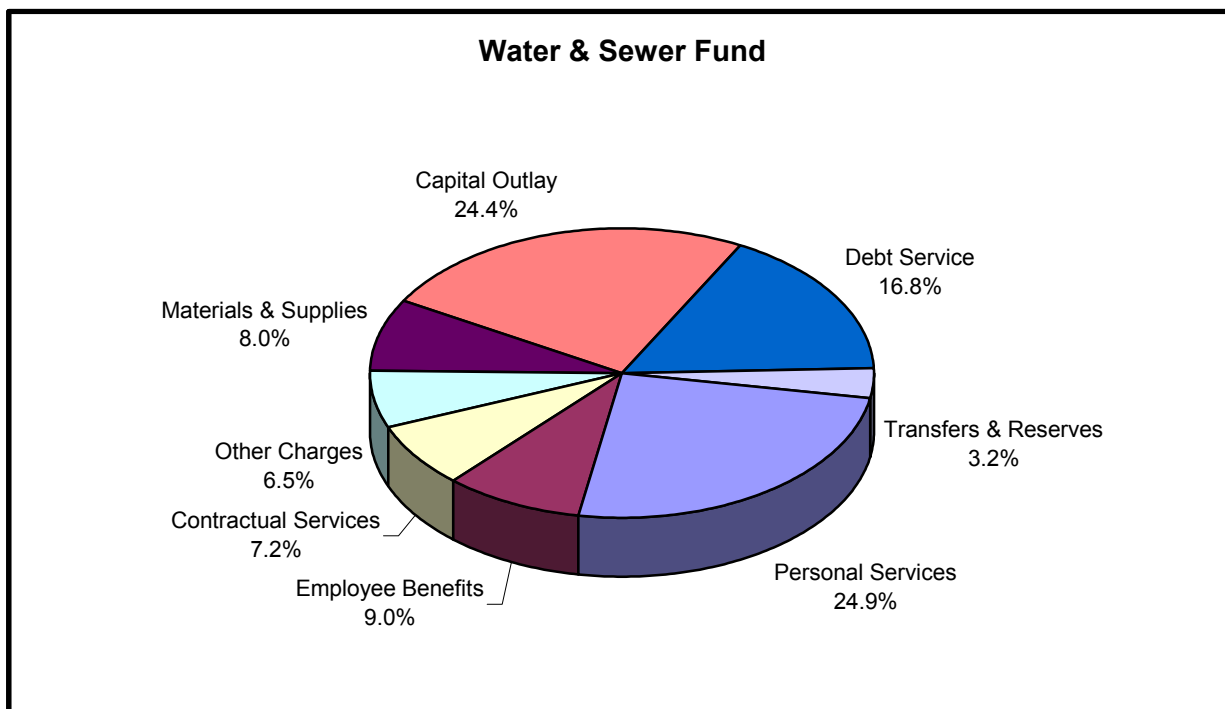
customer accounts continue to grow due to new home and business construction. The proposed budget involves the installation of the latest generation of automated meters that can be touch read or remotely read via a transmitted signal. These new meters represent an increased material cost to the town that is reimbursed through new construction fees.

The Transmission and Distribution section will focus this coming year in the maintenance and servicing of the extensive water and sewer system. The new growth in town continues to place a demanding schedule for connections and initiation of services. The older sections of town are becoming more maintenance demanding with the need for preventive servicing to prevent sewer blockages, undetected water leaks and flushing to enhance water quality in the lines. In addition, the section is programmed to replace approximately 1,200 feet of cast iron waterline with more reliable ductile iron.

Financially, while the utilities fund had borrowed money and was in debt to the General Fund as recently as 1993 due to a stagnant local building economy and numerous mandated and overdue capital projects which had to be funded concurrently, the system, through concerted efforts by the Council and the staff has reversed the fund's negative cash position. To prevent a reoccurrence of this should another economic downturn occur, the Council has adopted a new reserve policy and funds are set aside annually for future development, repairs and restoration to the system, as recommended in the O'Brien and Gere Rate Study of 1996. In addition to the reserve policy, it should be noted that FY 2001 was the first year that availability fees were not recorded as contributed capital and were added to retained earnings as a non revenue receipt due to GASB 33 implementation.

The citizens and customers continue to recognize the efforts of the Utility staff by providing a 98% level of satisfaction by rating the department's services "good to excellent" via the Town's annual public works and utilities citizen survey.

### **FY 2003 Appropriations At A Glance**



### **Expenditure Summary**

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$1,088,153	\$1,138,534	\$1,151,323	\$1,197,030	\$58,496
Employee Benefits	340,442	397,414	344,382	431,780	34,366
Contractual Services	269,731	286,577	276,108	349,227	62,150
Other Charges	285,732	286,356	272,369	311,275	25,819
Materials & Supplies	318,800	304,142	364,295	380,439	78,297
Capital Outlay	580,593	726,349	699,012	1,174,785	448,436
Debt Service	230,695	837,209	835,722	808,105	(29,204)
Transfers & Reserves	0	164,588	0	155,343	(9,245)
Total	\$3,114,146	\$4,141,169	\$3,943,211	\$4,807,984	\$669,115

### Personnel Summary

Full Time	31.9	28.9	28.9	28.9	0.0
Part-Time	6.0	6.0	6.0	6.0	0.0
Total	37.9	34.9	34.9	34.9	0.0



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<b>Function:</b>	<b>Public Utilities</b>
<b>Fund:</b>	<b>Water &amp; Sewer</b>
<b>Department:</b>	<b>Meter Reading</b>

### **Program Description**

The Meter Department, which has responsibility for reading meters, thawing of meters in the winter and inspections required under the State's cross connection and backflow prevention programs, continues to change out meters on a periodic basis and rehabilitate them in-house. This program is beneficial to the Town in that it maintains accurate readings for delivery of water and allows for the Town to collect the optimum amount of revenue possible, since the meters are as accurate as possible.

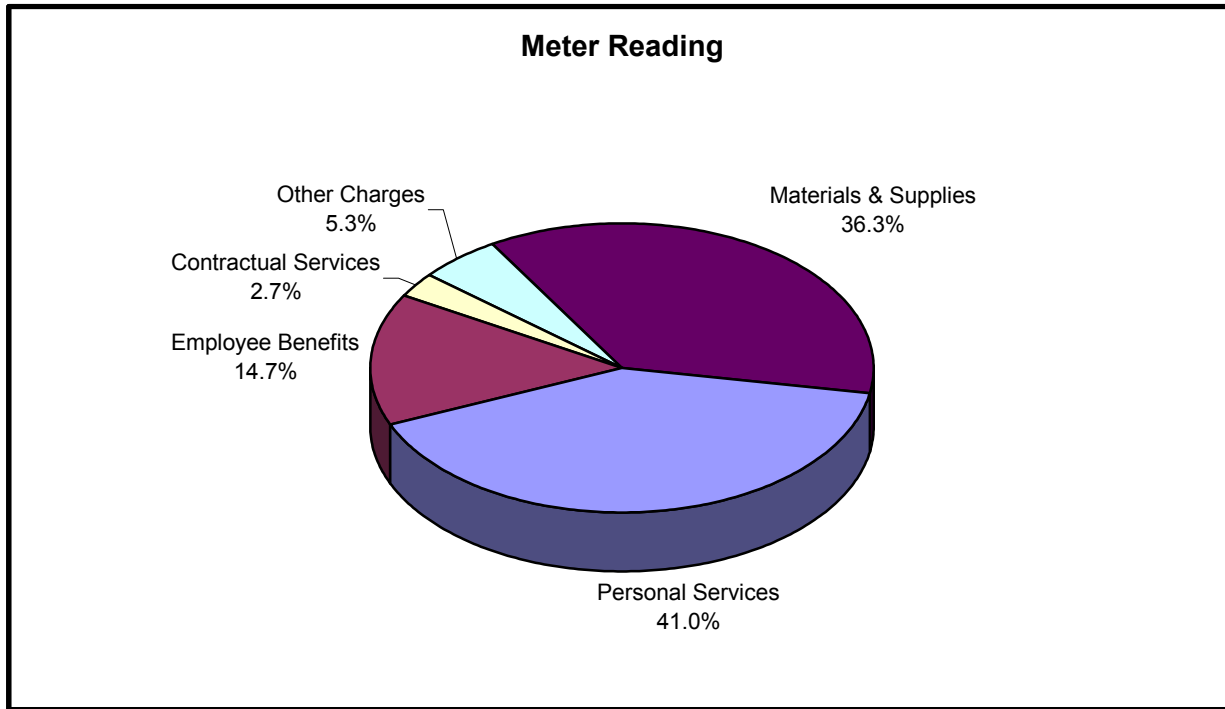
### **Manager's Message**

The Meter Section has responsibility for servicing and reading over 3,494 water meters monthly and reporting their readings to the Town's billing department. In addition, staff members respond to frozen meters in the winter (and assist in thawing), install new meter boxes, inspect backflow preventers as required by State law, change out old, inefficient meters and rebuild and reinstall them to ensure that the Town's goal of billing for as much of the water produced as possible is met. The testing frequency of the meters depends upon their annual usage, wear and tear and potential for revenue loss or generation. Staff also responds to customer concerns relative to unusually high or low water bills and often assists customers in identifying leaks in their service lines or homes and businesses.

The Meter section, in the FY 2003 Utility budget, shows an increase in proposed expenditures of \$40,111 or 21% over FY 2002. This increase is due to the purchase of the next generation of automated meters that can be remotely read via a radio signal or with the current hand-held touch auto reader thus improving staff efficiency. Although these type meters are more expensive than the prior models, the budget increase will be offset by contractor reimbursements for new homes that is estimated to provide \$42,500 in additional revenue.

The budget is based on 200 new installations with 150 conversions of existing meters. With the current building "boom" in the utility service area over the last two years, the conversion to automated meters has enabled the current staff of 3 to handle the current and projected growth (both in numbers of household and geographic area) without any consideration for staff additions in the near future. The department still maintains a high quality of service with the same number of staff as in 1990, even though over eight hundred (803) new accounts have been added.

## FY 2003 Appropriations At A Glance



## Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$83,514	\$92,009	\$86,618	\$95,537	\$3,528
Employee Benefits	33,497	31,049	31,037	34,266	3,217
Contractual Services	3,275	6,137	5,393	5,937	(200)
Other Charges	10,353	12,242	6,032	12,458	216
Materials & Supplies	59,764	51,360	92,344	84,710	33,350
Total	\$190,403	\$192,797	\$221,424	\$232,908	\$40,111

## Personnel Summary

Full Time	3.0	3.0	3.0	3.0	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	3.0	3.0	3.0	3.0	0.0

## FY 2003 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
----------	--

Meter Reader Supervisor	1.0
Meter Reader	2.0
Total Authorized FTE's	3.0

### **FY 2002 Significant Accomplishments**

- Staff was very aggressive on identifying improper/illegal water use, charging two instances with theft.
- Backflow preventer inspections and records continue to be maintained with no deficiencies noted by State regulatory agencies.
- No lost time accidents have occurred.
- All testing of intermediate and compound commercial meters were tested in-house, continuing an annual savings of nearly \$4,800.00 in contracted-out costs experienced two years ago.
- The Meter Section has been more aggressive in pursuing unaccounted water from theft through fire hydrants. Several warnings have been issued to contractors and one contractor was charged with water theft, which led to a successful conviction in court.
- Economy of scale continues to work for the Town through bulk purchase of materials and parts with blank purchase orders, thus keeping budget prices relatively constant in a fluctuating economy. Purchase of pre-drilled meter tops have proved efficient and cost effective, thus enhancing the conversion of older manual meters to automated meters.
- The automated meter reading/billing software continues to be successful. The new program and hardware have reduced labor time for reading meters as well as billing operations.
- The Meter Section converted 587 manual-read meters to automated meters in fiscal year 2000-01 and has since converted 145 meters from July 1, 2001 to October 2001. In new housing units, an additional 263 automated meters were installed in fiscal year 2000-01 and 105 meters were installed from July 1, 2001 to October 2001. This brings the total number of automated meters in the Town's system to 1,721, which represents 50% of the total system meters. The Meter Section is on target in meeting the current fiscal year goal of converting 300 manual-read meters to automated meters.
- Monthly meter readings have been completed on time (by the 25th of the month) for the past 12 months.

### **FY 2003 Departmental Goals**

- Continue to provide a safe work environment with no lost-time accidents.
- To rotate and service bi-annual and tri-annual intermediate commercial water meters within two months of their scheduled rotation.
- To have no more than ten (10) mis-reads (over or under reads) per monthly reading period.
- To continue to implement a system which will reduce the number of door hangers required for notification to customers for delinquent accounts.

- One hundred percent (100%) of the required meter testings and repairs performed in-house, with exceptions only for those customers requesting meter calibration by an independent testing agency.
- To complete monthly meter readings by the 25<sup>th</sup> of each month.
- To continue to notify customers of high usage within one (1) work day of original meter reading.
- Convert 140 current manual read accounts to automated accounts.

**Performance Measurement Plan:**

***Statement of Purpose***

To provide meter reading and maintenance services to residential and commercial customers of the Town of Warrenton.

***Program Inputs***

FY 2003 Budget	\$232,908
FTE's	3.0

***Program Effectiveness Measures***

***Performance Target:*** Rotate/service bi-annual and tri-annual intermediate commercial water meters within two months of their scheduled rotation.

***Monitor:*** Meter Department database.

***FY 2000 Results:*** Slightly behind due to personnel turnover for the first half of the year, but have caught up and are current.

***FY 2001 Results:*** All meters have been rotated and are up to date for 2001.

***FY 2002 Results:*** All meters rotated and up to date for 2002.

***Performance Target:*** Have no more than five (5) re-reads to monthly water accounts due to miss-reads (over and under).

***Monitor:*** Utility billing clerk monthly report.

***FY 2000 Results:*** Last 4 months have met the standard with an average of 3-4 miss-reads per month. The first half of the year the standard was not met due to personnel turnover.

***FY 2001 Results:*** Goal has been met with 0-2 miss-reads per month now. No consecutive miss-reads to any one account – new automated meters being a contributing factor.

***FY 2002 Results:*** Meeting the standard with an average of 3-4 miss-reads per month prior to billing, but only one per quarter after bills sent to the customer.

***Performance Target:*** Have no consecutive miss-reads to any account.

***Monitor:*** Utility billing clerk monthly report.

***FY 2000 Results:*** Meeting standard. Implementation of the hand-held readers has helped.

***FY 2001 Results:*** Meeting standard with no consecutive miss-reads.

***FY 2002 Results:*** Meeting standard with no consecutive miss-reads.

***Performance Target:*** 100% of meter repair and testing performed will be in-house, except for unusual situations requiring independent testing.

***Monitor:*** Meter Department log.

***FY 2000 Results:*** Exceptionally successful. All testing of intermediate and compound commercial meters were tested in-house, resulting in an annual savings of nearly \$4,000. Some were tested in-house successfully

for a few customers who questioned the accuracy of their meters.

**FY 2001 Results:** All meter tests have been performed in-house, even in unusual situations, with no complaints from customers. Continue to save \$1,500 on customer meter tests by testing in-house rather than sending meters off to have a contractor test them.

**FY 2002 Results:** Meeting the standard with all meters repaired in-house.

**Performance Target:** All meters shall be read by the 25<sup>th</sup> day of each month.

**Monitor:** Utility billing clerk monthly report.

**FY 2000 Results:** The last 4 months the standard has been met. The problems of the first half of the year due to personnel turnover seem to have been resolved.

**FY 2001 Results:** The reading cycle has been completed 2 to 3 days before the target date of the 25<sup>th</sup>.

**FY 2002 Results:** Every month, all meters read by the 25<sup>th</sup> despite work orders and unscheduled absences.

**Performance Target:** Meter account cut-on/off and transfers to be performed within 48 work hours of a request unless a specific date beyond 48 work hours is requested.

**Monitor:** Meter Department work order log.

**FY 2000 Results:** Meeting standard. No complaints received.

**FY 2001 Results:** All work orders have been completed within the 48 hour target period with no problems.

**FY 2002 Results:** Work orders performed as scheduled and within 48 hours.

**Performance Target:** A safe work environment will be provided with no lost-time accidents.

**Monitor:** VMLGSIA Workers' Compensation Insurance monthly report of claims made.

**FY 2000 Results:** No lost time accidents.

**FY 2001 Results:** Goal is being met with no accidents or injuries to date.

**FY 2002 Results:** No lost time accidents.

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<b>Function:</b>	<b>Public Utilities</b>
<b>Fund:</b>	<b>Water &amp; Sewer</b>
<b>Department:</b>	<b>Source of Supply</b>

**Program Description**

The department is responsible for the safe and efficient operation of the Town's municipal water supply and strives to provide safe, aesthetically pleasing water to meet the demands of the Town's 3,500 residential and commercial customers.

**Manager's Message**

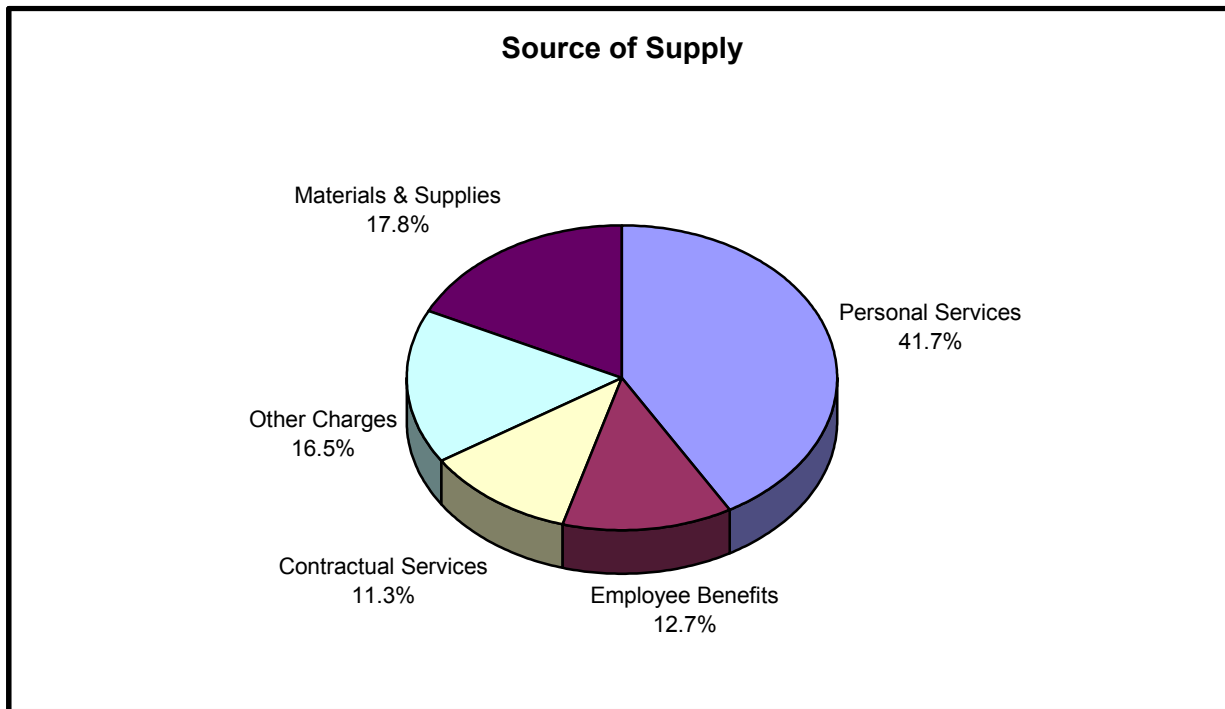
The Source of Supply Budget covers expenditures for operation and maintenance of the water plant and reservoirs, production of water and monitoring of two active supply wells and shows a proposed increase of \$29,457 (5.75%) over the current FY02 budget. Major increases in the budget are due to the need to replace the entire heating system for the treatment plant at a cost of \$39,000 and a \$1,500 increase in the training budget item. The heating elements in the ductwork have severely corroded from the high chlorine levels in the air over the past 22 years and have begun to fail throughout the building. Additional annual operator training is required by the Board for Waterworks & Wastewater Works Operators. Operators are required to obtain 20 CPE hours every two years. These increases are offset by a reduction of \$13,000 in the maintenance contract item with the replacement of the granular activated carbon filters last year, which will not be required for another 4 years.

The plant continues to operate twelve to fourteen hours per day, seven days a week, 365 days a year producing water of good quality, as evidenced by the third annual "Consumer Confidence Report" mailed to all customers in June 2001 in accordance with federal law. There were no citizen comments concerning the report and there have been no permit violations noted according to State Health Department inspections over the last three years.

Except as noted above, the proposed budget represents a maintenance level budget with staffing levels set at the minimum accepted by the State Department of Health, which requires a minimum of two operators per shift of operation for plants licensed at 2 mgd or greater. Included in the budget is funding for all facets of mandated testing of water (coliform, metals, lead and copper) to ensure it meets safety standards, which continues to grow in complexity. Included in the budget, under the maintenance contract line item, is the continued long-term maintenance and servicing of the three water storage tanks. The contract includes interior/exterior painting, biannual washouts, disinfections and inspections of the 200,000 gallon backwash tank at the treatment plant, the 500,000 gallon elevated tank and the 1,500,000 gallon ground storage tank.



## FY 2003 Appropriations At A Glance



## Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$202,454	\$208,200	\$223,595	\$225,109	\$16,909
Employee Benefits	63,481	67,752	62,130	68,772	1,020
Contractual Services	51,671	98,133	78,933	61,142	(36,991)
Other Charges	79,452	82,670	78,552	88,791	6,121
Materials & Supplies	63,504	55,488	73,380	97,886	42,398
Total	\$460,562	\$512,243	\$516,590	\$541,700	\$29,457

## Personnel Summary

Full Time	4.5	4.5	4.5	4.5	0.0
Part-Time	2.0	2.0	2.0	2.0	0.0
Total	6.5	6.5	6.5	6.5	0.0

## FY 2003 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Water & Wastewater Superintendent	0.5
Shift Operators	4.0

Part-time Operators	2.0
Total Authorized FTE's	6.5

**FY 2002 Significant Accomplishments:**

- Published the 3rd Annual Drinking Water Quality Report (Consumer Confidence Report) which was in compliance with the Safe Drinking Water Act and its amendments. No comments received.
- Provided safe and abundant water to the system's customers with no deficiencies in the distribution system.
- Staff experienced no lost time injuries or accidents.
- The Water Treatment Plant passed the annual Facility Inspection by the Virginia Department of Health and the annual dam inspections received favorable reports from the Department of Conservation and Recreation, Soil & Water Conservation Division. Several minor items were noted and corrected.
- Continued to operate the plant with two shifts, which is the minimum staffing required under the VDH two operator rule. Water Conservation, aggressive actions to repair leaks/breaks and a well coordinated flushing program have held the average operating time of the plant to 14-15 hours per day.
- Staff continued the coordination of the installation of commercial telecommunications antennas on the elevated water tank with annual maintenance activities in such a manner as to not to increase the annual maintenance costs due to the antenna appurtenances. Fielded inquiries for additional antenna by a 5<sup>th</sup> major carrier.
- The quality of the water produced was rated as "Good to Excellent" by 85% of the respondents of the Town's Citizen Survey.
- Changed out the activated carbon filter to maintain good taste and water quality.

**FY 2003 Departmental Goals:**

- To continue to ensure a safe work place with no lost time accidents.
- No sampling or reporting violations from required sampling at the water plant, wells or in the distribution system.
- Operate the water plant within budget guidelines, maintaining all public health standards.
- Provide high quality, pleasant tasting and visually pleasing water to our customers, demonstrated by receiving a rating of "Good to Excellent" from at least 85% of the respondents of the Citizen Survey.
- Obtain satisfactory ratings on reoccurring major facility inspections.
- Closer monitoring/metering of production and sources of unmetered water use in order to reduce wasted production time/operation due to water loss.

**Performance Measurement Plan:**

### ***Statement of Purpose***

To ensure the safe and efficient operation of the Town's municipal water supply and provide safe, aesthetically pleasing water to meet the demands of the Town's customer.

### ***Program Inputs***

FY 2003 Budget	\$541,700
FTE's	6.5

### ***Program Effectiveness Measures***

***Performance Target:*** Provide a safe work environment with no lost-time accidents.

***Monitor:*** VMLGSIA Workers' Compensation Insurance monthly report of claims made

***FY 2000 Results:*** No lost time accidents.

***FY 2001 Results:*** No lost time accidents or injuries.

***FY 2002 Results:*** No lost time accidents or injuries

***Performance Target:*** No sampling or reporting violations shall occur from required sampling at the water plant and in the distribution system.

***Monitor:*** Virginia Department of Health inspection.

***FY 2000 Results:*** No violations.

***FY 2001 Results:*** No violations to date.

***FY 2002 Results:*** No violations.

***Performance Target:*** The system's water quality shall be rated in the "Good to Excellent" category by at least 70% by respondents of a customer wide annual survey in the areas of "taste, odor and appearance".

***Monitor:*** Citizen survey results.

***FY 2000 Results:*** 91% of respondents rated the water quality "Good to Excellent".

***FY 2001 Results:*** FY 2001 survey to be mailed by the end of May 2001.

***FY 2002 Results:*** 85% of respondents rated the water quality "Good to Excellent".

***Performance Target:*** The staff shall respond to complaints of flow or water quality within 4 work hours.

***Monitor:*** Departmental daily log.

***FY 2000 Results:*** Meeting standard. Responses are made by the water plant, on-call personnel or distribution crews immediately. Correction to the problems, in some cases, have taken more than the 4 hours as in the case of low pressure due to main breaks.

***FY 2001 Results:*** Meeting standard.

***FY 2002 Results:*** All complaints responded to within 4 hours, except for instances of main breaks.

***Performance Target:*** The system shall receive a rating of satisfactory or better on reoccurring facility inspections (Annual Facility Inspections by VDH; Dam Safety Inspections)

***Monitor:*** Inspection Reports.

***FY 2000 Results:*** All inspections to date are satisfactory.

***FY 2001 Results:*** All inspections to date are satisfactory (Airlie and Warrenton Reservoir Dam inspections). Facility inspection scheduled for the summer of 2001.

***FY 2002 Results:*** All inspections were satisfactory (Airlie and Warrenton Reservoir Dam and Facility inspections).

***Performance Target:*** The staff shall operate the water plant within budget guidelines, maintaining all public health standards and providing a high-quality drinking product for all customers.

***Monitor:*** Monthly budget reports and DEQ/VDH inspections.

***FY 2000 Results:*** As of 06/30/2000, 88% of appropriations expended.

***FY 2001 Results:*** Current budget is 3% under budget to date.

***FY 2002 Results:*** Within budget for the fiscal year (1.66% under for FY) with no violation of public health standards.

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<b>Function:</b>	<b>Public Utilities</b>
<b>Fund:</b>	<b>Water &amp; Sewer</b>
<b>Department:</b>	<b>Transmission &amp; Distribution</b>

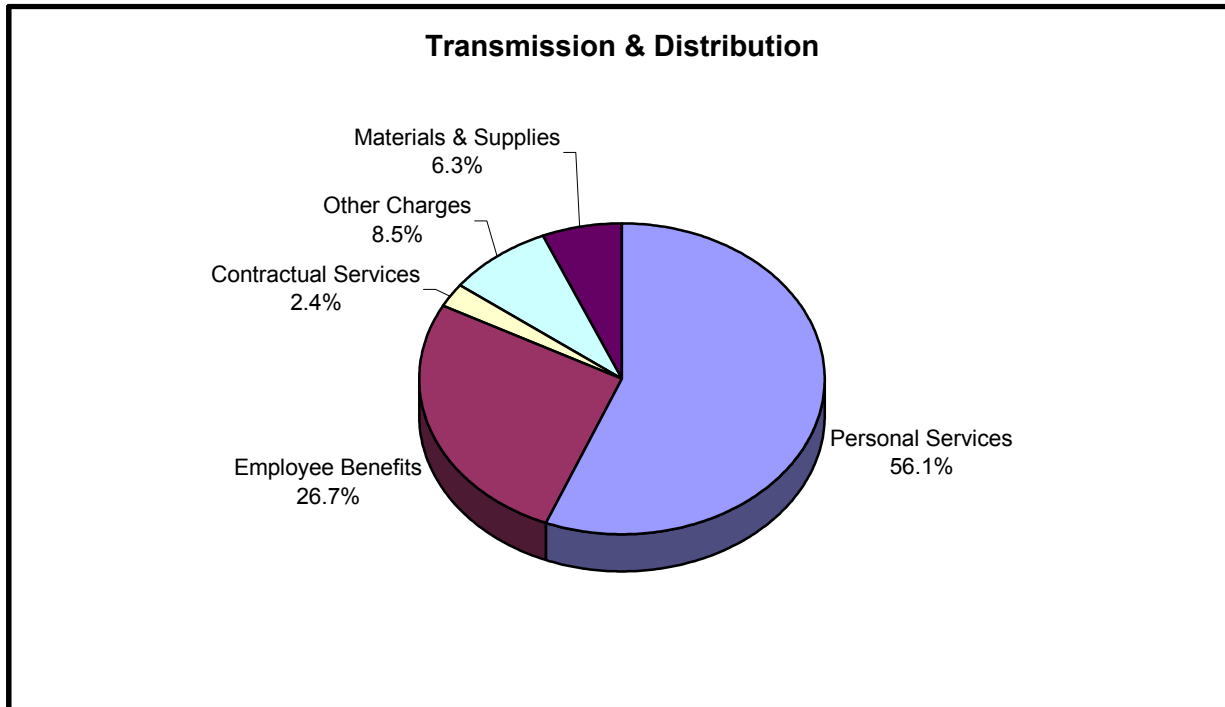
**Program Description**

The responsibilities for this section of the Utilities Department include replacement of undersized waterlines, waterline locates under the Miss Utility Program, dealing with clogged sewage, and repairing broken waterlines, clearance and maintenance of overgrown right-of-ways, flow monitoring, flushing and maintenance of fire hydrants and waterlines and overall operation of the distribution system.

**Manager's Message**

The FY2003 budget for the Transmission and Distribution section shows a increase of \$42,575 over the current fiscal year as the Town continues to work toward reconstructing its oldest water and sewage lines, and maintaining the system. The Transmission and Distribution section will focus this coming year on the maintenance and servicing of the extensive water and sewer system. The new growth in town continues to place a demanding schedule for connections and initiation of services. The older sections of town are becoming more maintenance demanding with the need for preventive servicing to prevent sewer blockages, detection of water leaks, flushing of the lines to enhance water quality and installation of monitoring devices to collect data for future program development to combat inflow and infiltration. In addition, the section is programmed to replace approximately 1,200 feet of cast iron waterline with more reliable ductile iron as described in the Capital Outlay Program. The increase of \$42,575 over the current budget is due to personnel costs and the fact that crew is being called upon to do less capital project type work (that in past years paid a larger portion of wages) to meet the increasing daily maintenance demands and services of the town which is funded through this section.

## FY 2003 Appropriations At A Glance



## Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$211,715	\$193,461	\$208,039	\$220,623	\$27,162
Employee Benefits	65,965	85,258	71,011	104,928	19,670
Contractual Services	8,087	14,024	13,683	9,207	(4,817)
Other Charges	28,591	32,735	17,409	33,295	460
Materials & Supplies	22,244	24,895	15,741	24,895	0
Total	\$336,602	\$350,373	\$325,883	\$392,948	\$42,475

## Personnel Summary

Full Time	7.0	7.0	7.0	7.0	0.0
Part-Time	1.0	1.0	1.0	1.0	0.0
Total	8.0	8.0	8.0	8.0	0.0

## FY 2003 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
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Public Utilities Superintendent	1.0
Crew Supervisor	1.0
Utility Worker	3.0
Utility Equipment Operator	2.0
Part-time	1.0
Total Authorized FTE's	8.0

#### **FY 2002 Significant Accomplishments**

- 1,185 Miss Utility locates performed.
- Improved flushing techniques and planning continue to improve the quality of the water delivered to Town customers.
- Project accounting has improved to the point in which all costs down to the smallest supply item is charge to the projects.
- Aggressive leak detection and repair have reduced the amount of unaccounted for water from an average of last year between 22% to a 18% average for the first 5 months of this fiscal year.



- Inter departmental/section assistance continues to work well as demonstrated by T&D staff assisting Public Works with almost every aspect of their operation, from asphalt patching of utility trenches to refuse collection.
- The closed circuit TV continued to prove its worth to the town by reviewing sewer lines on a regular basis. Problem areas are identified and TV footage is a key resource in determining the most appropriate method of repair/rehabilitation. Examples are the short section repairs to sewer mains on 4<sup>th</sup> Street and Lee Street.
- 2,000 feet of deteriorated sewer line programmed for relining along with the relining of 16 sewer laterals on Main Street with the latest in relining technology and clean-out installation.
- Through the site plan review process, staff was able to have 1,827 feet of old cast iron water main replaced by the Gold Cup Developer at no cost to the Town.

### **FY 2003 Departmental Goals**

- Insure a safe work place with no lost time accidents.
- Complete loops in Gold Cup Drive, Broadview Avenue, and Short Street areas to improve flows.
- Continue refining project cost accounting to completely identify all construction costs to be used as an accurate measure of in-house costs to contractor.
- Perform water line work at or below competitive contractor rates for similar work.
- Complete water line breaks within 8-hours of notification.
- Rehabilitate 25 badly deteriorated manholes along Broadview Avenue.
- Improve flow in Broadview-Gold Cup area by looping two dead-end connections.
- Through systematic maintenance of sewer lines (inspection & flushing), reduce to zero the occurrences of any sewer back-ups on private property due to obstructions in the lines and particularly, any in which the Town would be responsible.
- No Miss Utility violations of rupturing or cutting of other utility lines.

### **Performance Measurement Plan**

#### ***Statement of Purpose***

To ensure the timely and efficient replacement and maintenance of the Town's water transmission and sewer distribution system.

#### ***Program Inputs***

FY 2003 Budget	\$392,948

FY 2003 Budget	\$392,948
FTE's	8.0

### ***Program Effectiveness Measures***

**Performance Target:** Complete repairs to water line breaks within 8-hours of notification.

**Monitor:** Departmental daily log/diary and maintenance reports.

**FY 2000 Results:** 15 water main leaks and 10 service leaks repaired since 7/1/1999. All but 3 repairs were done within 8 hours. The remaining took longer due to having to trace the leaking water to the break area. In all cases the water to customers was only shut off for 1.5 hours and, upon notification of the breaks, crews responded immediately.

**FY 2001 Results:** 12 water main leaks and 10 service leaks repaired since July 1, 2000. All but 3 repairs were done within 8 hours. In all cases, upon notification of the breaks, crews responded immediately.

**FY 2002 Results:** 14 water main leaks/breaks and 15 service leaks repaired since July 1, 2001. All repairs were corrected within 8 hours.

**Performance Target:** Experience zero occurrences of sewer back-ups on private property due to obstructions in the lines and particularly, any in which the Town would be responsible/liable.

**Monitor:** Departmental daily log/diary and maintenance reports and VML monthly report of claims made.

**FY 2000 Results:** Failed measure with one backup on a sewer main that flooded a private residence. No occurrences due to blockages in the main line. A second back-up was due to a large rock being dropped into a sewer clean-out that obstructed the lateral line.

**FY 2001 Results:** Have not met standard. Experienced backup in residence on Piedmont Street (Nuisance VML claim filed) 2 residences on Frazier Road (no damage) and one on Main Street (no damage).

**FY 2002 Results:** No backups due to town fault within the year.

**Performance Target:** Provide a safe work environment with no lost-time accidents.

**Monitor:** VMLGSIA Workers' Compensation Insurance monthly report of claims made

**FY 2000 Results:** Two minor injuries reported. No lost time from any accident.

**FY 2001 Results:** No lost time accidents or injuries to date.

**FY 2002 Results:** One employee was out for 5 days due to a knee injury.

**Performance Target:** Respond within 24 hours for routine Miss Utility notifications, 4 hours for emergency notifications.

**Monitor:** Departmental daily log/diary and maintenance reports.

**FY 2000 Results:** All responses within time allotted.

**FY 2001 Results:** All responses within time allotted.

**FY 2002 Results:** Did not meet standard. Town was notified by state due to high number of Miss Utility "no shows", most of which were for properties with no utility present. Staff is working to get the "no show" rate to below 10% with improved locate equipment and better procedures.

**Performance Target:** Water/sewer connections shall be performed within the price quoted to customers.

**Monitor:** Customer billing records.

**FY 2000 Results:** No complaints, bills as quoted.

**FY 2001 Results:** No complaints, bills as quoted.

**FY 2002 Results:** No complaints, bills as quoted

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<b>Function:</b>	<b>Public Utilities</b>
<b>Fund:</b>	<b>Water &amp; Sewer</b>
<b>Department:</b>	<b>Wastewater Treatment Plant</b>

### Program Description

The sole purpose of the Wastewater Treatment plant is to protect the downstream user, be that user a private property owner, another city or district, an industry, or a fisherman. There are certain laboratory procedures that are performed on the wastewater and receiving waters to meet receiving stream standards or discharge requirements put in place by the Department of Environmental Quality (DEQ). For example, Biochemical Oxygen Demand, Total Suspended solids, Total Residual Chlorine, pH, Dissolved Oxygen, Total Kjeldahl Nitrogen, and Ammonia are tested daily. Some annual testing includes the Toxic Monitoring Program, 503 Sludge monitoring, and the annual Pretreatment report submitted by the Town's Pretreatment staff.

The wastewater plant is rated as a 2.5 MGD Class I facility. Treatment begins at the head works with screening and grit removal, followed by primary sedimentation. The next process involves biological treatment with Rotating Biological Contactors (RBCs). The next phase employs chemical coagulation and flocculation followed by secondary sedimentation. The final stage of treatment includes disinfections with Chlorine gas, dechlorination by Sulfur Dioxide, and post aeration before discharge into the unnamed tributary to Great Run. Sludge that is generated by the treatment process is anaerobically digested, dewatered by a 2 meter belt press, then hauled away by an outside contractor and land applied.

### Manager's Message

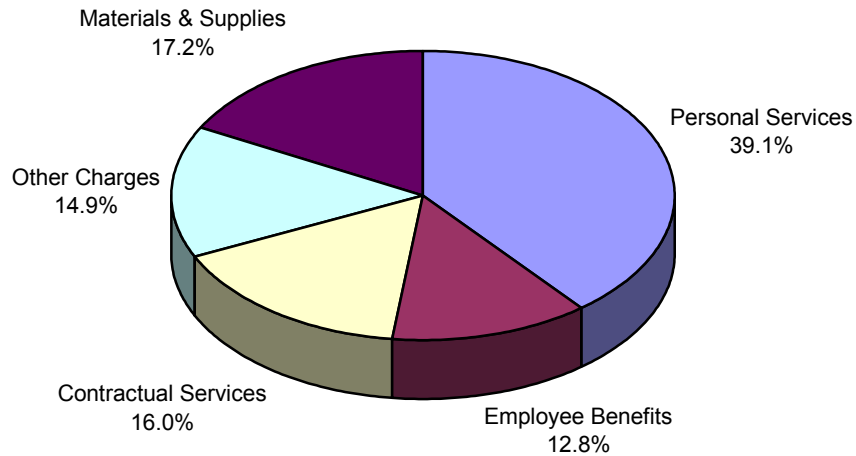
The Town's wastewater treatment plant processed and treated an average of 980,000 million gallons of sewage per day in 2002 with no "Notices of Violation" under rigid discharge standards established by the Virginia Department of Environmental Quality (DEQ). The increase in the growth of the community currently has not been seen in the flows at the treatment plant due to the inflow and infiltration efforts by staff and the semi-drought conditions experienced over the past 18 months.

The projected budget of \$974,337 represents an increase of \$81,268 over the FY02 budget, a 9% increase. Programmed for the year are significant repairs that include the replacement of the failing comminutor at the Cedar Run Pump Station (\$44,000), a wet well pump replacement at the treatment plant (\$18,000), roof replacements for the belt press (\$12,500) and for the digester building (\$18,500). With the addition of three new lift stations (Huntsman Ridge, Gold Cup and Monroe Estates), there are associated projected cost increases for maintenance and electric power. Chemical costs have remained at the current level, but are subject to increase with the return to an above normal precipitation year. Since chemical feed rates are controlled by flows through the plant, the current low flow rate equate to reduced chemical usage. Over the next five years, odor encapsulating covers for the gravity thickener, trickling filter and head works are programmed in the Capital Outlay Programs which will reduce chemical expenditures for odor control.

The wastewater operations budget, with the exception of these concerns, is planned at a sustained maintenance level. Testing costs continue to fluctuate with staff doing a notable job of convincing DEQ to reduce the testing frequency requirements in the discharge permit. This past year cyanide was one example of reduced testing.

### FY 2003 Appropriations At A Glance

### Wastewater Treatment Plant



#### Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$345,575	\$374,007	\$360,524	\$380,743	\$6,736
Employee Benefits	107,981	121,862	108,413	125,041	3,179
Contractual Services	130,134	104,556	100,750	155,488	50,932
Other Charges	140,936	126,195	141,173	144,717	19,522
Materials & Supplies	167,030	166,449	168,149	167,348	899
Total	\$891,656	\$893,069	\$879,009	\$973,337	\$81,268

#### Personnel Summary

Full Time	11.5	8.5	8.5	8.5	0.0
Part-Time	3.0	3.0	3.0	3.0	0.0
Total	14.5	11.5	11.5	11.5	0.0

#### FY 2003 Authorized FTE's

Position	Full Time Equivalent Employees (FTE's)
Wastewater & Water Superintendent	.05
Shift Operators	6.0
Maintenance Technician	1.0

Plant Mechanic	1.0
Part-time Operators	1.5
Total Authorized FTE's	10.0

### **FY 2002 Significant Accomplishments**

- There were no lost time accidents at the plant with only minor accidents experienced.
- No "Notice of Violation" within the last seventeen (17) months.
- Staff continued to conduct pilot test programs for the elimination of foul odors from leaving the plant. Several operational changes were made and a new fogger system was purchased along with chemical additives to the Cedar Run Pump Station waste stream.
- Passed DEQ lab inspection without any "qualifiers".

### **FY 2003 Departmental Goals**

- To insure a safe work place with no lost time accidents.
- Operate the plant within the guidelines of the new VPDES Discharge permit with no violations.
- Continue to operate the plant with the minimum staffing of two 8-hour shifts.
- Pass the annual DEQ lab inspection without any "qualifiers".
- Reduce foul odors and complaints received.
- Continue to research pump technology and operational improvements in order to increase the efficiency and to reduce the frequency of repairs to the pump stations.
- No by-pass or overflow violation from pump station or WWTP facility operation.
- Upgrade Cedar Run basin pumping system to increase capacity from 800,000 gallons per minute to 1,200,000 gallons per minute design capacity.

### **Performance Measurement Plan**

#### ***Statement of Purpose***

To protect the downstream user, be that user a private property owner, another city or district, an industry, or a fisherman.

#### ***Program Inputs***

FY 2003 Budget	\$974,337
FTE's	10.0

### ***Program Effectiveness Measures***

***Performance Target:*** Provide a safe work place with no lost-time accidents.

***Monitor:*** VMLGSIA Workers' Compensation Insurance monthly report of claims made.

***FY 2000 Results:*** No lost time accidents.

***FY 2001 Results:*** No report of lost time accidents.

***FY 2002 Results:*** Employee lost one day due to eye injury.

***Performance Target:*** Not more than 1 DEQ violation accumulated at any given time.

***Monitor:*** Virginia Department of Health (VDH) or Department of Environmental Quality (DEQ) notification letters.

***FY 2000 Results:*** Received one violation in May 2000 due to dissolved oxygen dropping below 6.5 ppm for one day.

***FY 2001 Results:*** No violations. Last point assessment was in May 2000.

***FY 2002 Results:*** Received only one violation for the year.

***Performance Target:*** Continue to operate the plant with two 8-hour shifts as long as DEQ allows and the Town can meet permit requirements.

***Monitor:*** Personnel and staffing levels.

***FY 2000 Results:*** Meeting permit requirements with current staff.

***FY 2001 Results:*** Meeting permit requirements with current staff.

***FY 2002 Results:*** Meeting permit requirements with current staffing, one violation received for the year.

***Performance Target:*** Pass the annual DEQ lab inspection and other inspections without any "qualifiers".

***Monitor:*** Annual DEQ inspection report.

***FY 2000 Results:*** Passed the annual inspection in March 2000 with one "qualifier" for the lab Biochemical Oxygen Demand (BOD) test.

***FY 2001 Results:*** Inspection for this year has not been performed, DEQ is short handed due to personnel losses. Currently the inspection is not scheduled.

***FY 2002 Results:*** Results of the annual lab inspection indicated deficiencies in Total Suspended Solids and CBOD.

***Performance Target:*** Provide adequate response and develop additional backup plans for alarm situations during hours that the plant is not staffed to prevent violations from occurring.

***Monitor:*** Violation notices from the VDH or DEQ.

***FY 2000 Results:*** Phone auto-dialer is working well as indicated by no violations.

***FY 2001 Results:*** Phone auto-dialer is working well as indicated by no violations.

***FY 2002 Results:*** No violations due to inadequate response to call-backs. Only violation was due to equipment failure due to multiple lightning strikes with staff on hand.

<b>Function:</b>	<b>Public Utilities</b>
<b>Fund:</b>	<b>Water &amp; Sewer</b>
<b>Department:</b>	<b>Administration</b>

### Program Description

This department houses costs associated with the Director of Public Utilities, a licensed engineer with a specialization in civil engineering. The director manages the overall operation of water and wastewater production, water line construction and maintenance, meter reading, cross connection and backflow control. Each of these sections is staffed by a superintendent fully qualified to carry out a wide variety of functions in their particular function.

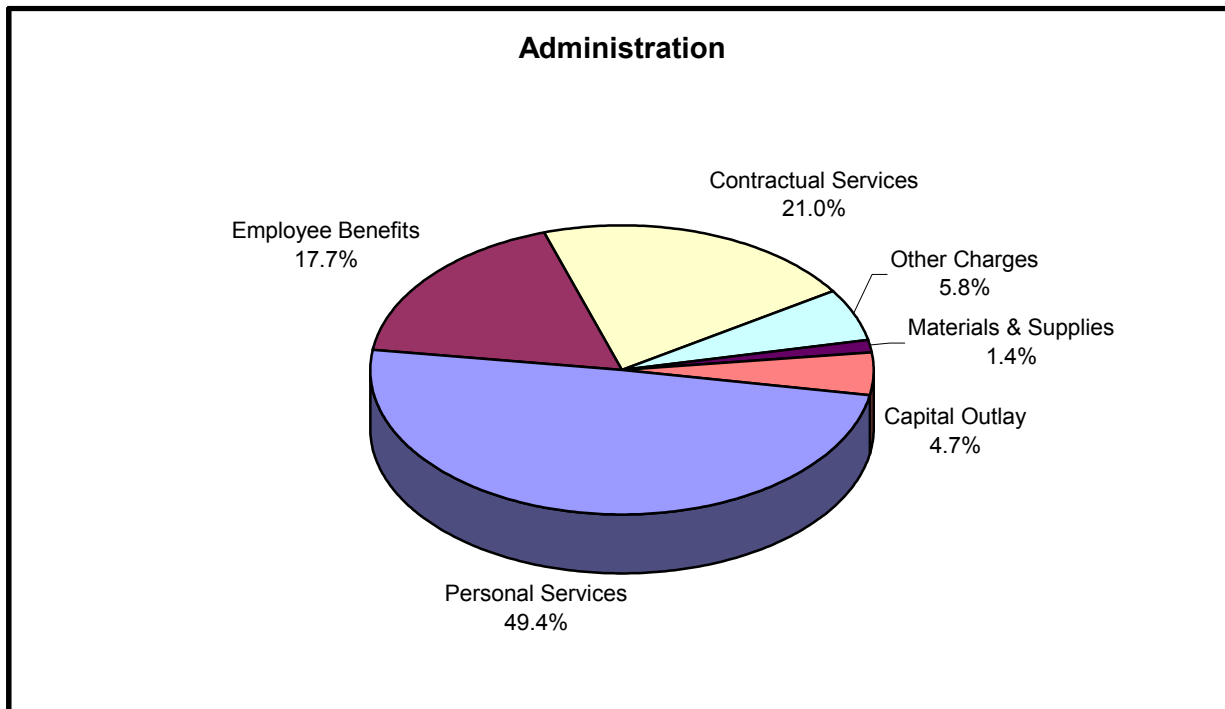
### Manager's Message

The Water and Sewage Administration budget includes funding for all staff that have a responsibility and participate in operation of the Town's utility system. In addition, the Town's computer system is also cost shared within this budget with the remainder of the computer system budget included in the General Fund. Included within the budget are the salaries of a Secretary II and Utilities Technician and a portion of the salaries and expenses of the Town Manager, Finance and Human Resources Director, Deputy Finance and Human Resources Director, Public Works/Utility Director, Project Engineer, and Account Clerks, all of whom work on a part or full-time basis with the system.

The budget represents an increase of \$74,188 or 15.4% over the current fiscal year with the heaviest increase in the professional services line item due to a consolidation of professional service accounts from all other utility departments into the administration budget, a \$12,500 increase. Part of the professional services programmed is to perform a "pilot" program to increase the water plant production up to the reservoir yield (2.0 mgd to 2.3 mgd) or above to reduce staffing time at the water plant and to perform a rate study (\$15,000). Expenditures in this budget also include outside consulting assistance to help resolve problems for the water and wastewater treatment plant operations that arise during the year, network support for the Town's computer system and the Utilities Fund share for web site and general information updates. Personnel salaries and benefits account for the remainder of the budget increase.



## FY 2003 Appropriations At A Glance



### Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$244,895	\$270,857	\$272,547	\$275,018	\$4,161
Employee Benefits	69,518	91,493	71,791	98,773	7,280
Contractual Services	76,564	63,727	77,349	116,953	53,226
Other Charges	26,400	32,514	29,203	32,014	(500)
Materials & Supplies	6,258	5,950	14,681	7,600	1,650
Capital Outlay	8,483	17,879	18,642	26,250	8,371
Total	\$432,118	\$482,420	\$484,213	\$556,608	\$74,188

### Personnel Summary

Full Time	5.9	5.9	5.9	5.9	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	5.9	5.9	5.9	5.9	0.0

**FY 2003 Authorized FTE's**

<b>Position</b>	<b>Full Time Equivalent Employees (FTE's)</b>
Town Manager	0.2
Finance & Human Resources Director	0.2
Public Works Director	0.5
Deputy Finance Director	0.3
Senior Accounting Clerks	1.4
Accounting Clerks	0.9
Utilities Technician	1.0
Project Engineer	0.4
Secretary	1.0
Total Authorized FTE's	5.9

**FY 2002 Significant Accomplishments**

- The Town has completed the relining of the sewer mains in the old Town area. New technologies are being reviewed in the relining of the sewer laterals on Main Street without having to open-cut the street. Staff has observed a field demonstration of a lateral relining methods known, as a "T-Liner" which relines service laterals without having to open cut the street.
- Staff continues to manage and use the Old Town water tank as a "cash cow" collecting \$102,000 in antenna lease fees.
- Staff continues to work with the Warrenton Training Center and consultants for the Fletcherville project concerning major extensions of town services in the County. Emphasis has been to insure that the final product is not a burden on the current customers of the system. Staff is negotiating a lump sum up front 25-year maintenance fee to cover additional operation and maintenance costs of the new Training Center water line.
- The Annual Citizen Survey rated the overall quality of public utility services as "good to excellent" by over 98% of the respondents. Out of the eight remaining utility areas, the quality of drinking water was the only one rated below 90%. The overall rating of the quality of drinking water in the "good to excellent" range was 85%.
- Through the persistent investigation of unaccounted water due to water leaks and non-billed uses, the Town's water loss rate has continued to decrease. The water loss rate has dropped from a monthly average of 22% at the beginning of the fiscal year, to an average of 16% for the last 5 months.
- Published the 3rd Annual Drinking Water Quality Report (Consumer Confidence Report), which was in compliance with the Safe Drinking Water Act and its Amendments. The report was distributed to all water customers with no comments received.
- The parochial lines between Public Works and Utility staffs continue to be less noticeable (except for

the uniform colors). Crews and equipment continue to be used inter-changeably with increased efficiency and time in completing projects. Examples include the Waterloo Street and Huntsman's Ridge projects.

- No lost time accidents by Administration personnel.
- Complied with all regulatory agencies without any deficiency notifications.

### **FY 2003 Departmental Goals**

- Submit all monthly and re-occurring reports mandated by state and federal agencies with 100% accuracy and on time.
- Address public inquires/complaints with an initial response within one work day of receipt.
- Update the Town's GIS water and sewer maps to include new and replaced lines. Add new items thereafter within three (3) months of work completed. This is an ongoing goal, which will require an intern to search the approved/constructed projects over the past three years.
- Maintain fiscal accountability/stewardship of the Town's resources at all times.
- Continue to educate water customers on program policies and procedures as they relate to water and sewer issues by utilizing the Town's newsletter.
- Continue to analyze water losses, investigate new detection methods and pursue any methods, which can help reduce unaccounted for water losses. Targeted areas will be closer metering of flushing activities, construction, and fire prevention training/activities.
- Provide master planning for Capital Improvements to insure the utility infrastructure stays ahead of the growth of the community and demands of the customers.
- Insure utility operations are in compliance with all regulatory agencies (VDH, DEQ, EPA, etc.)

### **Performance Measurement Plan**

#### ***Statement of Purpose***

The development and management of the Utilities Department to meet all regulatory requirements and provide value to the rate payers in the form of quality water/sewer services.

#### ***Program Inputs***

FY 2003 Budget	\$556,608
FTE's	5.9

#### ***Program Effectiveness Measures***

**Performance Target:** Monthly discharge and reoccurring reports will be submitted to state and federal agencies with 100% accuracy and on time.

**Monitor:** Violation notices from regulating agencies.

**FY 2000 Results:** Meeting standard with no errors and timely reports submitted.

**FY 2001 Results:** Meeting standard with no errors and timely reports submitted.

**FY 2002 Results:** Meeting standard with no errors and timely reports submitted

**Performance Target:** Public inquiries/complaints shall receive an initial response within one workday of receiving.

**Monitor:** Departmental event log.

**FY 2000 Results:** With voice mail now, it is difficult to track. All complaints or serious inquiries have been responded to on time. No complaints received for not responding.

**FY 2001 Results:** All inquiries and complaints are addressed on the same day received, often immediately by transferring the customer to the proper utility staff member via the interconnected phone system. No complaints received on not responding.

**FY 2002 Results:** All complaints concerning sewer odor, backups, or water quality have been addressed within standard unless the inquiry was mis-directed.

**Performance Target:** Historical and operating files will be properly maintained and organized for timely retrieval of information.

**Monitor:** Periodic inspection and daily use.

**FY 2000 Results:** Meeting standard with no instances of being unable to locate or retrieve files or data.

**FY 2001 Results:** Meeting standard. No instances of not being able to locate or retrieve files or data.

**FY 2002 Results:** Met standard. Utility Secretary has performed admirably

**Performance Target:** Site plans shall be reviewed within the specified times requested by Director of Planning and Community Development.

**Monitor:** Site plan suspense log.

**FY 2000 Results:** All site plans have been reviewed by the suspense date.

**FY 2001 Results:** All site plans reviewed by the suspense date.

**FY 2002 Results:** 5 site plans were not reviewed within the Planning suspense, but were reviewed prior to the town's suspense to the requestor. The explosion of development within the last 2 years continues to be an added demand to already limited staffing.

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**Town of Warrenton  
FY 2003 Budget**

<b>Function:</b>	<b>Public Utilities</b>
<b>Fund:</b>	<b>Water &amp; Sewer</b>
<b>Department:</b>	<b>Capital Outlay</b>

**Program Description:**

The Utility Fund Capital Outlay department accounts for capital additions to the water & sewer utility system and is divided into several different sections for ease in presentation.

**Manager's Message:**

The Capital Outlay section of the Utilities Budget includes funds for all purchases of new equipment and for construction of new projects or rehabilitation work under the Council's guidelines for capital projects. The Utilities Capital budget for FY 2003 is \$1,148,535, \$440,065 more than in FY 2002. The major item responsible for this increase is the Phase 1 Upgrade to the Cedar Run Basin Pumping System. This project is urgently needed to keep pace with the current explosive development in the Town, of which 75% of the development demand for sewer service is in the Cedar Run Basin. Major expenditures proposed in this category include:

**Expenditure Summary:**

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Meters	\$0	\$0	\$0	\$0	\$0
Meter - Machinery & Equipment	10,459	2,500	0	12,325	9,825
WTP - Plant Improvements	0	60,100	40,625	0	(60,100)
WTP - Machinery & Equipment	0	0	513	0	0
T&D - Machinery & Equipment	23,800	78,328	78,201	81,376	3,048
T&D - Water Line Replacement	200,028	94,262	94,262	115,595	21,333
T&D - Sewer Line Rehabilitation	271,430	233,457	233,457	56,250	(177,207)
WWTP - Machinery & Equipment	1,420	0	706	0	0
WWTP - Plant Improvements	63,764	10,841	10,841	89,596	78,755
Industrial Park Sewer Construction	0	208,982	208,982	0	(208,982)
Pump Station Upgrades	0	20,000	12,783	793,393	773,393
Miscellaneous Projects	1,209	0	0	0	0
Total	\$572,110	\$708,470	\$680,370	\$1,148,535	\$440,065

## **Meters**

### **Upgrade of Hand-held Meter-reading Units FY 2003 Appropriation: \$11,500**

Trade in the outdated “Advance” hand-held meter-reading units for the “DAP PC9300” hand-held units. Due to product obsolescence, the manufacturer will no longer offer technical support for the “Advance” hand-held as of August 1, 2002. The new DAP PC9300 hand-held units will have the capability of collecting meter readings via manual keypunch entry, as well as the “touch-pad” method. In addition, the new DAP PC9300 hand-held units will have the capability of collecting meter readings from the radio-read water meters, which are being installed in new-account meter settings. A meter reader need only drive by a radio-read meter (within 200 yards) and the DAP PC9300 hand-held unit will capture the radio signal reading from the water meter. The meter reader will not have to get out of the truck to obtain the reading. This will eliminate the hiring of additional meter readers, trucks and equipment as the Town grows. (Costs for the new radio-read water meters are listed under Meter Reading 41340 6097).

### **Amber Strobe Lights for 2 Meter Reading Trucks FY 2003 Appropriation: \$825**

These new strobe lights will offer a much stronger daytime candle power and flashes per second than the current single flash lights. With the numerous stops the meter readers have to make, they have encountered several rear-end close calls with other vehicles in areas where the meter readers cannot pull off the road. This is a safety issue for the Town’s trucks and drivers in that every day the two readers with trucks are working off the side of the road reading or maintaining meters.

## **Transmission and Distribution**

### **Air Compressor FY 2003 Appropriation: \$11,000**

A new wheel mounted air compressor is needed to replace the existing 20-year old model that is used by all the utility sections (Meter, Transmission and Distribution, and at the two treatment plants). Primary use for the compressor is for “jack hammering” thick pavement sections and rock during water/sewer line construction, installation of service laterals, storm sewer pipe/structure installation and various tasks involving physical plant improvements to the water and sewer treatment plants. Additional uses are the making of small road bores ( $\frac{3}{4}$ ” to 3”) under roadways to provide water service lines without having to cut the pavement and to water valves boxes and other small confined spaces in the field using forced air. The Public Works Department has additional needs for the compressor to assist in storm sewer construction, sign and traffic pole installation and demolition projects around town.

The programmed unit for replacement is an Ingersol-Rand, Model P185, which is slightly larger than the existing unit to accommodate the multitude of uses stated above. The current unit has become increasingly unreliable with the continued growth of highly visible projects around the town. Maintenance costs for the past 3 years have been \$1,927. The older unit is to be sold with an estimated salvage value of \$500 - \$1,000.

### **Replace Existing Utility Crew Cab Truck FY 2003 Appropriation: \$42,000**

This truck is used every day in the day to day operations of the Utilities Department. Its primary use is a crew cab to transport the work crew to the job site, usually pulling along heavy equipment necessary for the work for the day. This typically is an air compressor, trailer flusher, closed circuit TV trailer, pipe trailer, skid loader, etc. The existing truck is rated at 1 ton. Because of pulling these types of heavy equipment, the current truck does not meet the needs of the department. The current truck, even

with a heavy duty transmission for a 1 ton truck, has had to have the transmission replaced twice. It is currently in need of a third transmission replacement, at a replacement cost of between three to four thousand dollars. The request is to upgrade this truck to a 1 ½ ton truck. This will meet the needs of the department, and be able to handle the weight loads that this vehicle is required to pull. The current vehicle is a 1988 model with 70,337 miles traveled primarily on short trips around town. The vehicle has experienced \$10,786 in maintenance repairs over the past 4 years. The estimated salvage value of this vehicle is \$2,675.

**Replace Existing Skid Steer Loader #56**  
FY 2003 Appropriation: \$28,376

This machine is used primarily on water line construction projects to transport pipe from the trailer to the ditch line and to backfill the material removed from the ditch. The operation of this piece of equipment usually coincides with that of the backhoe. Maneuverability inside the work zone is tight and requires a small machine to operate in such a confined area. This piece of equipment has tremendously cut down on the backfill and cleanup time on water and sewer excavation projects. This piece of equipment is also used during snow removal on sidewalks, parking areas, etc. It is used by Public Works on various street and drainage projects. It is used at the Public Works & Utilities Maintenance Facility to unload delivery trucks (used as a fork lift) and to unload garbage bags. The current loader is a 1990 model and has experienced \$13,142 in maintenance repairs. The salvage value of this piece of equipment is estimated at \$3,500.

**Sewer Line Rehabilitation**

**Rehabilitation/Replacement Sewer Lines – Infiltration and Inflow Abatement**  
FY 2003 Appropriation: \$56,250

Rehabilitation of 25 badly deteriorated manholes along the primary sewer trunk line along Broadview Avenue. The manholes to be replaced are severely corroded with, in some areas, a 50% loss of material. The high concentrations of hydrogen sulfide due to the high flows from the Cedar Run Pump Station are particularly damaging. Without rehabilitation, the manholes will begin to collapse and the only alternative at that time will be total replacement. To minimize operating costs at the Sewage Treatment Plant and lift stations, over the past several years, the Utilities Department has corrected inflow and infiltration (I&I) problems by rehabilitating 184 deteriorated sanitary sewer manholes and 9451 LF of failed sewer lines. In addition, staff continues to monitor sanitary sewer flows in order to identify I&I problem areas with the sewer trunk lines. During brief rain periods, both the Cedar Run and Taylor Pump Station sewer basins continue to experience high inflow spikes during heavy rainfall events.

**Water Line Replacement**

**N. 4<sup>th</sup> Street**  
FY 2003 Appropriation: \$40,218

The existing 10-inch line is cast iron and has experienced two breaks in the last two years. The line is the main feed line from the water tank to the Old Town area which has had its water lines upgraded to 12-inch ductile iron. With the upgrade of the lines in the area over the last three years, history has proven that as the system is tightened by pipe replacement, the older lines experience increased stress making them more vulnerable to increased frequency of breaks. This upgrade increases flow and reliability to the area and is coordinated with the scheduled asphalt overlay of the street for 2003.



Broadview/GoldCup  
FY 2003 Appropriation: \$75,377

With the construction of the Old Gold Cup Development and the installation of a new line in Gold Cup Drive by Town forces to the Broadview Avenue intersection, there is a need to complete the new loop by crossing Broadview and connecting to the main on the east side. The current connection is via a smaller old cast iron 6-inch line. The installation and connection of an 8-inch line will improve flows in the area, but more importantly, will increase the reliability of the system. The boring and installation of a steel casing is standard VDOT requirement for arterial roadways preventing damage to the road during a break and facilitating repairs without hindering traffic flows.

**Sewer Plant Improvements**

Odor Control – WWTP – Phase I  
FY 2003 Appropriation: \$89,596

Staff worked diligently to identify and abate foul odors emitting from the Wastewater Treatment Plant, which offend students at Fauquier High School, shoppers at the Town Center and motorists on Rt. 211. The gravity thickener has been identified as the major odor source, especially during low flows and warmer weather. Operational changes were made to the plant and extensive deodorant fogging systems have been trial tested by staff with some success. Therefore, the remaining alternative is to completely enclose the thickener (capturing all odors) and treating odors with an air scrubber system. The air scrubber system reduces the area to be treated by channeling all the air through a predetermined opening (36"x36") instead of trying to treat the entire surface of the tank. It is estimated to reduce foul odors by 40%.

**Engineering, Cedar Run Pump Station**

Design/Construction – Phase I  
FY 2003 Appropriation: \$793,393

The current rate of growth, which started approximately 18 months ago, has necessitated the need to start the design and construction of the first phase that will increase the station capacity from 1.3 mgd to 2.0 mgd. Approximately 80% of the current development in the Town and the areas of the County approved for sewer service feed the existing Cedar Run Pump Station. To meet this growth and the projected growth for the next 5 years, the Cedar Run basin system must be upgraded. Peak storm flows are being held in check through the efforts of the I&I program in the basin, but the current development will push the existing station beyond its design capacity and the Sewer Regulation required storm/surcharge peaking factor of 2. Phase I will address the current development with Phase 2 of the project to accommodate the 5-year and beyond growth in the basin with an increase in capacity to 3.0 mgd. Primary current development in the basin includes Gold Cup, Silver Cup, Fletcherville, North Rock, Breezewood, Holiday Inn Express, Blackwell Parc, Ridges Single Family, Ridges/Cannons Apartments and Walker Drive Estates, all totaling over 500 homes plus commercial properties.

<b>Function:</b>	<b>Public Utilities</b>
<b>Fund:</b>	<b>Water &amp; Sewer</b>
<b>Department:</b>	<b>Debt Service</b>

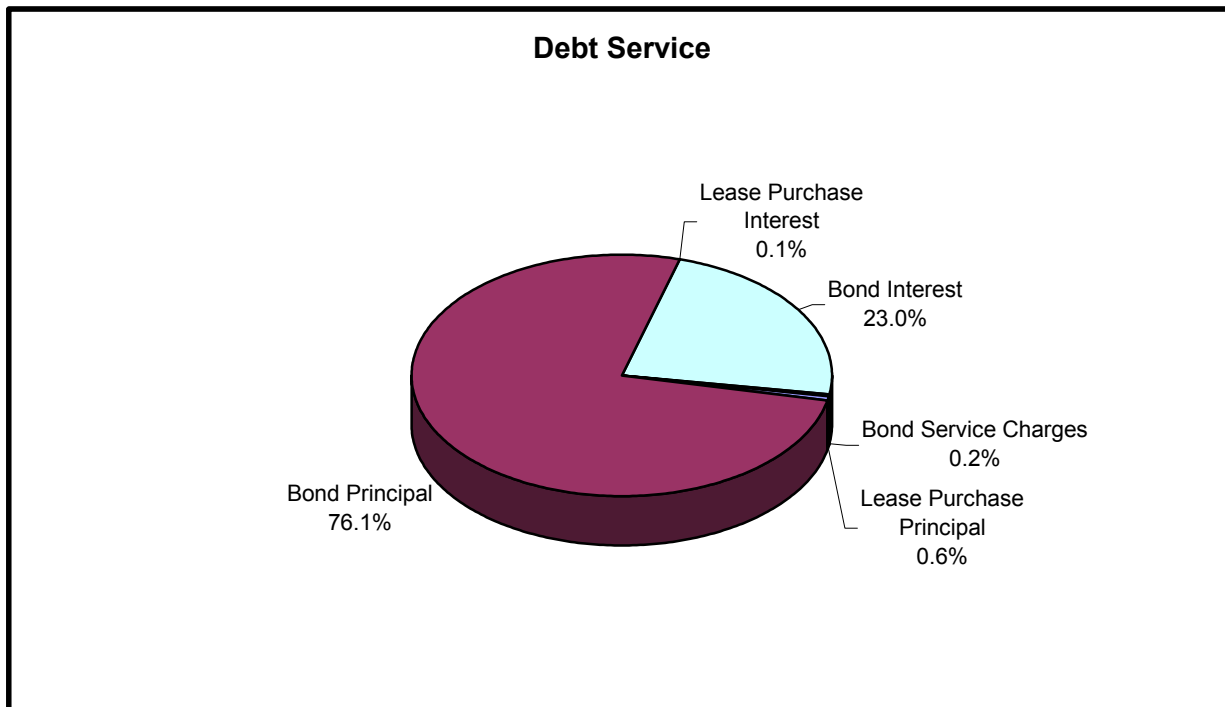
### Program Description

The Utility Fund debt service accounts include principal, interest and related charges associated with the long-term debt of the fund. Long-term debt components as well as terms and future repayment requirements are detailed in the Debt Administration section of this document.

### Manager's Message

Payment on debt is \$808,005, a decrease of \$29,204 over fiscal year 2002. With the FY 2003 payment, the Town will have decreased its principal obligation to \$3,375,000 that will be paid out through the year 2009 for bonds issued in 1989 for wastewater treatment plant upgrades. Also included in the amount is \$5,100 for the Utility Budget's share of a lease purchase arrangement for the AS400 computer system. Council should be aware that due to the restructuring of debt early in the 1990's, principal payments will increase as interest payments are reduced, leading to relatively stable payments in the \$800,000 range for the next several fiscal years.

### FY 2003 Appropriations At A Glance



**Expenditure Summary:**

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Lease Purchase Principal	\$0	\$12,057	\$12,102	\$4,779	(\$7,278)
Bond Principal	0	610,000	610,000	615,000	5,000
Lease Purchase Interest	996	754	722	421	(433)
Bond Interest	229,199	212,398	212,398	185,905	(26,493)
Bond Service Charges	500	2,000	500	2,000	0
Total	\$230,695	\$837,209	\$835,722	\$808,105	(\$29,204)

<b>Function:</b>	<b>Public Utilities</b>
<b>Fund:</b>	<b>Water &amp; Sewer</b>
<b>Department:</b>	<b>Transfers &amp; Reserves</b>

### **Program Description**

This department reflects the contributions from or to the Water & Sewer Fund from other Town Funds. Additionally, provisions for contingencies are included within this department if funded.

### **Manager's Message**

As part of the utility rate study which was developed by the Town's consultants, Reznick, Fedder and Silverman and O'Brien and Gere in 1996, it was recommended that a reserve policy be put into place to set aside funds annually for future development, repairs and restoration to the Town's water and sewer system. The amount of \$155,343 represents the amount recommended in the study, with \$65,837 directed toward the water system and \$89,506 to the sewer system.

### **Expenditure Summary**

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Reserve for Contingencies	\$0	\$0	\$0	\$0	\$0
Transfers	\$0	\$164,588	\$0	\$155,343	(\$9,245)
Total	\$0	\$164,588	\$0	\$155,343	(\$9,245)

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<b>Function:</b>	<b>Motor Pool Expenditures</b>
<b>Fund:</b>	<b>Motor Pool</b>
<b>Department:</b>	<b>Motor Pool Expenditures</b>

### **Program Description**

The Motor Pool Fund serves as an “internal services fund” and is independent of other funds of the Town. As such, the motor pool staff has responsibility for costs of operation and maintenance of all Town vehicles and pieces of equipment (192 total, ranging from police cars to refuse trucks to backhoes, chain saws and weed eaters). Revenues to support the fund are derived from “charges” assigned to various Town departments and budgets for operation and maintenance of Town vehicles and equipment.

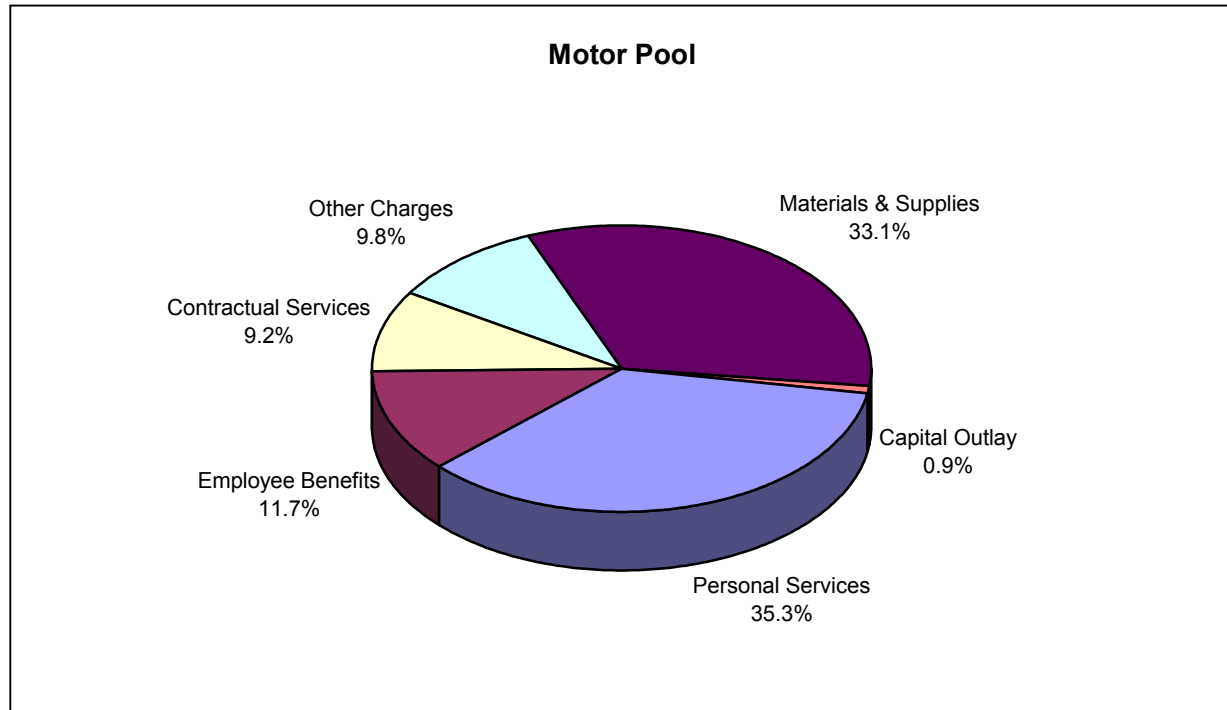
### **Manager’s Message**

The FY 2003 budget for the Motor Pool is \$353,651, an increase of \$25,017 over the current fiscal year. The major increase is fuel costs, which began to climb after the current fiscal year was underway and without warning, and increased maintenance costs for equipment that are being used more heavily by staff in a wide range of projects.

Other increases in the proposed budget include an additional \$1,500 in overtime costs to accommodate increasing overtime for repairs by mechanics. At the present time about two hundred hours of overtime is budgeted for the department and with the number of mechanics decreased from four to three two years ago and the increasing volume of work, adequately funding overtime in this area is less expensive than adding full-time staff.

Other increases include contractual repairs where specialized repairs for heavy equipment costs are projected to increase due to the age of equipment and in “repair parts” due to the aging of the fleet as well.

## FY 2003 Appropriations At A Glance



## Expenditure Summary

	Actual FY2001	Revised Budget FY2002	Actual 12 Months FY2002	Adopted Budget FY2003	Change
Personal Services	\$112,705	\$122,725	\$121,644	\$124,931	\$2,206
Employee Benefits	37,859	38,465	35,485	41,320	2,855
Contractual Services	40,707	24,728	35,617	32,656	7,928
Other Charges	20,514	23,700	30,527	34,729	11,029
Materials & Supplies	113,379	114,366	104,530	117,000	2,634
Capital Outlay	1,828	4,650	4,865	3,015	(1,635)
Total	\$326,992	\$328,634	\$332,668	\$353,651	\$25,017

## Personnel Summary

Full Time	3.0	3.0	3.0	3.0	0.0
Part-Time	0.0	0.0	0.0	0.0	0.0
Total	3.0	3.0	3.0	3.0	0.0

**FY 2002 Authorized FTE's**

<b>Position</b>	<b>Full Time Equivalent Employees (FTE's)</b>
Chief Automotive Mechanic	1.0
Automotive Mechanic	2.0
Total Authorized FTE's	3.0

**FY 2002 Departmental Accomplishments**

- The current expenditures for FY 02 are in line with the adopted budget and on target at the 5 month period. Last FY 01, the motor pool account was 8% over budget, but that was due primarily to the highest fuel costs in almost 5 years and an unusually amount of contractual repairs and parts for a small number of older pieces of equipment that consumed an inordinate amount of the budget. Three of the main culprits have been replaced (sweeper, backhoe and dump truck). The budget is on track to meet the year-end objective of being within budget for 4 out of the last 5 years. Added to this is the high level of maintenance of the town's vehicles and equipment.
- Operators continue to accept more responsibility for making minor repairs to equipment which previously were referred to mechanics.
- Continued to maintain the Town's fleet in a very high level of service with the small staff of 3 mechanics, one of which is a supervisor and has to perform administrative functions which limit his "wrench" time.
- Overall equipment readiness has remained high with no project or emergency repair being delayed or contracted due to lack of available equipment.
- Operators work well with and are very complimentary of the mechanics and the service provided their vehicles and equipment.

**FY 2003 Departmental Goals**

- Continue to operate within budget for the year and not be off by more than 10% from the budget schedule at any point during the year.
- Continue to provide high quality maintenance service to staff and Police Department fleets.
- Provide and maintain a safe work environment with no lost-time accidents.
- Equipment and vehicle services are to be performed within 2 weeks of their calendar or mileage due dates.

**Performance Measurement Plan*****Statement of Purpose***

To maintain and repair Town equipment and vehicles in a safe and efficient manner.



***Program Inputs***

FY 2003 Budget	\$353,651
FTE's	3.0

***Program Effectiveness Measures***

***Performance Target:*** At year-end be within the approved budget and not more than 10% out of budget at any time during the year.

***Monitor:*** Departmental equipment log.

***FY 2000 Results:*** To be determined.

***FY 2001 Results:*** At the 2 month remaining mark for the fiscal year the Motor Pool Budget is at 10.47% which is out of the standard and most likely be out of the standard by the end of the year. This is due to higher than normal expenditures for fuel (which the price has risen over 100% since the beginning of the budget year) and a higher incidence of contractual repair needed due to increase equipment usage for projects. The backhoes, skid loader and street sweeper had incurred expensive repairs this past year, due to their age and high demand use.

***FY 2002 Results:*** Departmental expenditures within budget.

***Performance Target:*** Maintain a 95% daily operational ready rate for the 75 key vehicles and pieces of equipment that are used daily and are critical for the servicing of the community (licensed vehicles, construction equipment, and police cars).

***Monitor:*** Departmental equipment log.

***FY 2000 Results:*** Vehicle operability has remained high with no projects or services delayed due to equipment not being available due to maintenance.

***FY 2001 Results:*** Vehicle operability has remained high with no projects or services delayed due to equipment not being available due to maintenance. This is noteworthy considering the project intensive first half of the year with 3 parking lots constructed, the Main Street & Waterloo waterline project and support for sewer line rehabilitation by replacing manholes in conjunction with routine maintenance of Town facilities.

***FY 2002 Results:*** Vehicle operability has remained high with no projects or services delayed due to equipment not being available due to maintenance

***Performance Target:*** A safe work environment will be provided with no lost time accidents.

***Monitor:*** Departmental equipment log.

***FY 2000 Results:*** Two accidents were experienced with a sprained elbow and strained knee, but no time was lost.

***FY 2001 Results:*** No claims reported to date.

***FY 2002 Results:*** No claims reported to date.

## Debt Administration

### Long-Term Debt

#### PRIMARY GOVERNMENT:

Annual requirements for the retirement of long-term debt are as follows:

June 30,	General Long-Term Debt		Enterprise Funds			
	Capital Leases		General Obligation Bonds		Capital Leases	
	Principal	Interest	Principal	Interest	Principal	Interest
2003	63,662	2,257	615,000	185,905	4,799	301
2004	5,004	96	620,000	158,425	3,336	64
2005	-	-	620,000	129,905	-	-
2006	-	-	630,000	98,955	-	-
2007	-	-	645,000	65,160	-	-
2008	-	-	415,000	36,332	-	-
2009	-	-	445,000	12,460	-	-
Total	\$68,666	\$2,353	\$3,990,000	\$687,142	\$8,135	\$365

#### Details of Long-term Indebtedness:

##### General Long-term Debt:

General Fund general obligation bonds:

None

Capital Leases:

\$35,431 issued 03/01/01, due in 36 monthly installments of \$1,063 beginning on 04/01/01 through 03/01/2004. The General Fund is funding 60% of the purchase of an IBM AS/400e. Balance outstanding June 30, 2002.....	\$7,248
\$160,000 issued 07/07/2000, due in 36 monthly installments of \$4,855 beginning early in FY 2001 through FY 2003. The General Fund is purchasing 6 fully equipped police cruisers. Balance outstanding June 30, 2002.....	61,418
Total general long-term debt .....	\$63,712

#### Enterprise Funds:

##### Water & Sewer general obligation bonds:

**\$6,500,000** issued April 1, 1993, due in annual installments varying from \$85,000 to \$645,000 due September 1, 2008, interest rates from 2.5% to 5.6%. Balance outstanding June 30, 2002 \$3,990,000

##### Capital Leases:

\$35,431 issued 03/01/01, due in 36 monthly installments of \$1,063 beginning on 04/01/01 through 03/01/2004. The Water & Sewer Fund is funding 40% of the purchase of an IBM AS/400e. Balance outstanding June 30, 2002 \$8,135

Total enterprise fund long-term debt ..... \$3,998,135

Total long-term debt ..... \$4,061,847

#### Debt Limit

Pursuant to the Constitution of Virginia and the Public Finance Act, a town in Virginia is authorized to issue bonds and notes secured by a pledge of its full faith and credit. The Constitution and the Public Finance Act also limit the indebtedness that may be incurred by towns. The limit is 10% of the assessed valuation of real estate subject to local taxation. Enterprise Fund obligations are not included in the computation of legal debt margin as they are backed by the receipts generated by the source of revenue in the fund.

#### Statement of Indebtedness as of June 30, 2002

Leases .....	\$71,847
Water & Sewer General Obligation Bonds.....	\$3,990,000
Total Debt .....	\$4,061,847

## Legal Debt Margin

Based on Assessed  
Valuation as of  
January 1, 2002

Total Assessed Value of Real Estate .....	\$705,484,810
Legal Debt Limit - 10% of Total Assessed Value of Real Estate .....	\$70,548,481
Less Existing Bonded Debt Subject to Limitation.....	\$0
Legal Margin for Creation of Additional Debt.....	\$70,548,481

## Relationship Between Current Debt & Legal Debt Limit

As noted above, all bonded debt is an obligation of the Water & Sewer Fund - an enterprise fund. The above legal margin for creation of additional debt indicates the maximum debt, subject to the legal limitation, the Town can incur as of January 1, 2002.

## Existing Debt - Current & Future Operations

The annual commitment the Town currently has with regard to General Obligation Debt is scheduled above. Total general fund debt service payments, in place as of June 30, 2002 and due in FY 2003, account for 9.7% of General Fund appropriations. Debt service interest and penalty payments continue through FY 2009 and are to be funded in advance of water & sewer capital outlay during these periods.

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**Town of Warrenton  
Position Roster & Salary Scale  
FY 2003**

<b>Grade</b>	<b>Position Title</b>	<b>Salary Range 07/01/2002</b>
2	Laborer Cemetery Caretaker	\$20,301-31,554
3	Secretary I Motor Equipment Operator I Receptions/Records Clerk Utility Worker Meter Reader	\$21,320-33,134
5	Account Clerk Parking Enforcement Officer Secretary II	\$23,525-36,525
6	Motor Equipment Operator II Building Maintenance Mechanic Water & Wastewater Plant Mechanic Equipment Operator - Utilities	\$24,690-38,334
7	Water & Wastewater Plant Operator B	\$25,438-39,458
8	Firefighter	\$30,631-47,525
9	Senior Account Clerk Police Officer Crew Supervisor Operator/Lab Technician Automotive Mechanic Meter Reader Supervisor	\$28,600-44,387
10	Water/Wastewater Plant Technician Community Development Assistant	\$30,077-46,592
11	Police Corporal Chief Automotive Mechanic Water & Wastewater Plant Operator A	\$31,554-48,922
12	Public Utilities Technician Zoning Inspector Construction Inspector	\$33,134-51,355
13	Police Sergeant	\$34,798-53,955
14	Executive Secretary/Town Recorder Sr Construction Inspector/Building Official	\$36,525-56,618
16	Public Utilities Superintendent Public Works/Public Utilities Project Engineer	\$40,248-62,442
17	Water/Wastewater Treatment Superintendent	\$42,245-64,501
18	Deputy Finance Director Public Works Superintendent Police Lieutenant	\$44,387-68,827
22	Finance / Human Resources Director Economic Development Director Planning & Community Development Director Police Chief	\$53,955-83,678
23	Public Works & Utilities Director	\$56,618-87,880

**Authorized Positions  
FY 2003**

<b>Grade</b>	<b>Position Title</b>	<b>FY 2001</b>	<b>FY 2002</b>	<b>FY 2003</b>
2	Laborer Cemetery Caretaker	8 1	8 1	8 1
3	Secretary I Parking Enforcement Officer Motor Equipment Operator I Receptionist/Records Clerk Utility Worker Meter Reader	2 1 8 1 3 2	2 0 8 1 3 2	2 0 8 1 3 2
5	Account Clerk Parking Enforcement Officer Secretary II	5 0 3	5 1 3	3 1 3
6	Motor Equipment Operator II Building Maintenance Mechanic Water/Wastewater Plant Mechanic Equipment Operator – Utilities	2 1 1 2	2 1 1 2	2 1 1 2
7	Water & Wastewater Operator B	4	2	2
8	Firefighter	1	1	1
9	Senior Account Clerk Police Officer Crew Supervisor Operator/Lab Technician Automotive Mechanic Meter Reading Supervisor	0 7 5 1 2 1	0 7 5 1 2 1	2 7 5 1 2 1
10	Water/Wastewater Plant Technician Community Development Assistant	1 1	1 1	1 1
11	Police Corporal Chief Automotive Mechanic Water & Wastewater Operator A	6 1 7	6 1 7	6 1 7
12	Public Utilities Technician Zoning Inspector Construction Inspector	1 1 1	1 1 1	1 1 1
13	Police Sergeant Executive Secretary/Town Recorder	6 1	6 1	6 1
14	Senior Construction Inspector/Building	1	1	1

<b>Grade</b>	<b>Position Title</b>	<b>FY 2001</b>	<b>FY 2002</b>	<b>FY 2003</b>
	Official			
16	Public Utilities Superintendent Public Works/Public Utilities Project Engineer	1 1	1 1	1 1
17	Water/Wastewater Treatment Superintendent	1	1	1
18	Deputy Finance Director Public Works Superintendent Police Lieutenant	1 1 1	1 1 1	1 1 1
22	Finance/Human Resources Director Economic Development Director Planning & Community Development Director Police Chief	1 1 1 1	1 1 1 1	1 1 1 1
23	Public Works & Utilities Director	1	1	1
	Total Full Time Employees	97	97	97
	Employees per 1,000 Population (Estimated FY 2003 Population 6,800)	15.2	14.4	14.3



## Ten-Year Salary Growth

### Town of Warrenton, Virginia

#### Ten Year Salary Growth - Real & Restated in Constant Dollars

Fiscal Year	Total Current \$	Employee Count (5)	% Salary Increase Over Prior Year	COLA	Merit (4)
2003 (1)	4,040,487	97	3.20%	0.00%	0-7%
2002 (2)	3,915,028	97	5.50%	2.50%	0-5%
2001	3,708,908	97	7.07%	2.50%	0-5%
2000 (3)	3,464,024	100	1.77%	1.50%	0-3
1999	3,403,707	103	8.09%	1.75%	0-5%
1998	3,148,992	103	-1.56%	2.00%	0-5%
1997	3,199,036	100	2.25%	2.00%	0-5%
1996	3,128,537	99	0.73%	2.25%	0-5%
1995	3,105,806	101	1.63%	2.25%	0-5%
1994	3,055,894	101	7.49%	2.00%	0-5%

1 Based on FY 2003 Budget

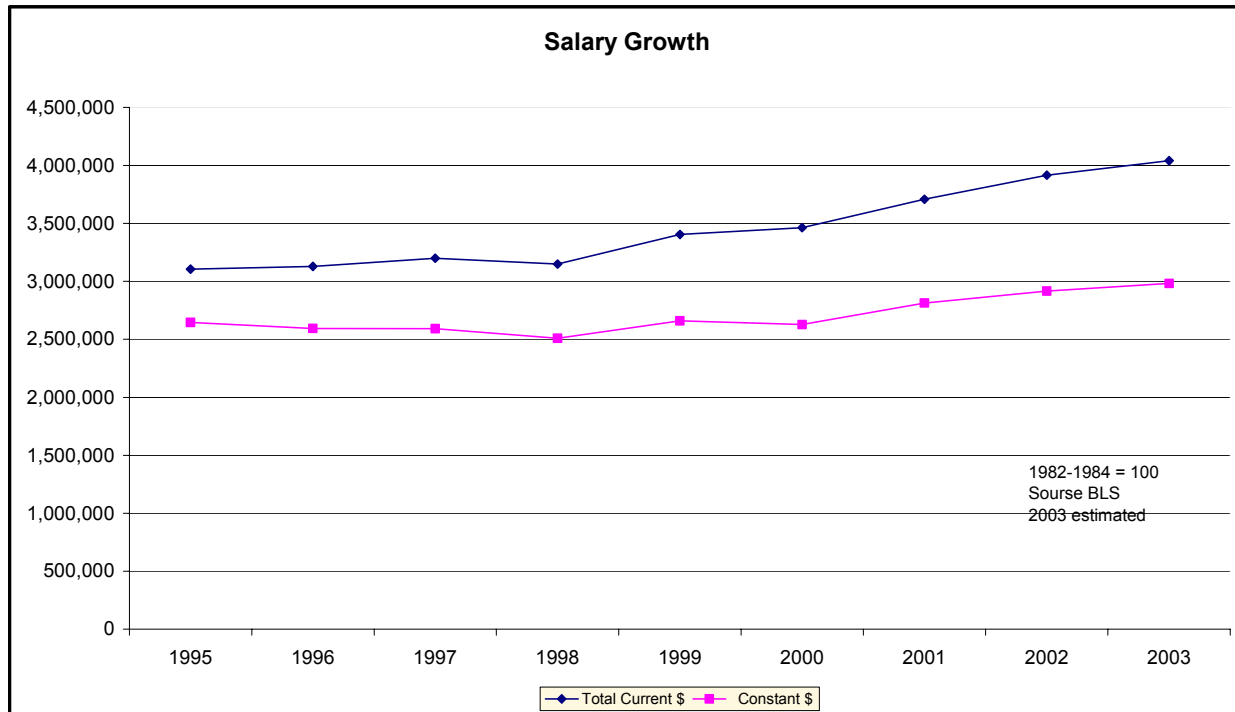
2 Actual FY 2002 (unaudited)

3 Salary adjustments via pay plan study

4 Based on employee's performance

5 Number of full time approved positions July 1 of each year per Personnel Listing

#### Ten Year Salary Growth – Actual & Adjusted for Inflation



TOWN OF WARRENTON, VIRGINIA  
GENERAL FUND REVENUE ESTIMATES  
FISCAL YEAR ENDING JUNE 30, 2003

	Actual <sup>1</sup> FY2001	Revised Budget FY 2002	Actual <sup>2</sup> 12 Months FY 2002	Adopted Budget FY 2003	Change
11000 GENERAL PROPERTY TAXES					
11010-0101 Real Estate Taxes	\$414,758	\$249,140	\$232,918	\$194,636	(\$54,504)
11010-0105 Delinquent Taxes	13,338	15,000	20,625	15,000	0
11020-0102 Public Service Taxes	12,900	20,000	12,374	9,970	(10,030)
11030-0103 Personal Property Taxes	731,314	330,284	317,431	334,535	4,251
11060-0001 Penalties - Delinquent Taxes	24,288	24,000	13,499	12,000	(12,000)
11060-0002 Interest - Delinquent Taxes	14,714	20,000	15,325	12,000	(8,000)
Total General Property Tax	<u>\$1,211,312</u>	<u>\$658,424</u>	<u>\$612,172</u>	<u>\$578,141</u>	<u>(\$80,283)</u>
12000 OTHER LOCAL TAXES					
12010-0001 Local Sales Tax	\$275,335	\$238,000	\$241,609	\$238,000	\$0
12020-0001 Electrical Utility Tax	236,994	245,500	215,213	255,000	9,500
12020-0002 Natural Gas Utility Tax	123,102	95,000	116,566	105,000	10,000
12020-0003 Telephone Utility Tax	551,914	351,000	552,595	550,000	199,000
12030-0001 Business License Tax	923,170	644,298	987,283	750,000	105,702
12040-0001 Franchise Fee - Cable TV	49,093	90,000	51,499	50,000	(40,000)
12040-0002 Consumption Tax - Electric	43,395	0	23,799	30,000	30,000
12040-0003 Consumption Tax - Natural Gas	5,118	0	7,210	3,200	3,200
12040-0004 Franchise Fee - Telephone	24,760	0	16,625	24,000	24,000
12050-0001 Motor Vehicle Licenses	129,051	105,500	132,324	120,000	14,500
12060-0001 Bank Franchise Taxes	406,642	340,000	519,876	375,000	35,000
12070-0001 Meals Tax	1,082,000	931,604	1,143,493	1,082,000	150,396
12080-0001 Cigarette Tax	218,865	225,000	225,927	218,000	(7,000)
12100-0001 Transient Occupancy Tax	121,620	107,000	106,614	127,568	20,568
Total Other Local Taxes	<u>\$4,191,059</u>	<u>\$3,372,902</u>	<u>\$4,340,633</u>	<u>\$3,927,768</u>	<u>\$554,866</u>
13000 PERMITS, FEES & LICENSES					
13030-0007 Subdivision Fees	\$35,676	\$2,000	\$16,852	\$5,000	\$3,000
13030-0008 Building Permits	86,415	61,000	156,009	61,000	0
13030-0009 Zoning Permits	6,375	4,000	8,400	4,000	0
13030-0010 Electrical Permits	1,899	1,500	2,740	1,500	0
13030-0019 Sign Permits	2,454	2,000	3,062	2,000	0
13030-0023 Certificate of Occupancy Permits	5,850	4,500	6,950	5,000	500
13030-0026 Burial Permits	18,750	15,000	17,450	15,000	0
13030-0030 Solicitors Permit	50	0	10	50	50
13030-0031 Taxi Driver Permits	210	100	195	100	0
13030-0032 Zoning Fees	1,400	1,000	1,825	1,400	400
13030-0035 Zoning Appeals Fees	1,500	300	900	500	200
13030-0036 Rezoning Fees	5,109	3,000	1,150	2,500	(500)
13030-0037 Site Development Fees	63,844	20,000	55,698	30,000	10,000
13030-0038 Review & Inspection Fees	2,298	4,000	1,875	2,500	(1,500)
13030-0041 Utility Construction Permits	1,140	1,000	660	1,000	0
13030-0042 Court Recovery Fees	0	10	4	10	0
Total Permits, Fees & Licenses	<u>\$232,970</u>	<u>\$119,410</u>	<u>\$273,780</u>	<u>\$131,560</u>	<u>\$12,150</u>

14000	FINES & FORFEITURES					
14010-0001	Court Fines & Forfeitures	\$60,628	\$75,000	\$57,023	\$62,000	(\$13,000)
14010-0002	Parking Fines	13,180	15,000	24,543	15,000	0
	Total Fines & Forfeitures	<u>\$73,808</u>	<u>\$90,000</u>	<u>\$81,566</u>	<u>\$77,000</u>	<u>(\$13,000)</u>
15000	REVENUE USE OF MONEY/PROPERTY					
15010-0001	Interest Revenue	\$454,663	\$208,983	\$227,339	\$200,000	(\$8,983)
15020-0001	Rental Income	3,742	3,300	3,403	3,150	(150)
	Total Revenue Use of Money/Prop	<u>\$458,405</u>	<u>\$212,283</u>	<u>\$230,742</u>	<u>\$203,150</u>	<u>(\$9,133)</u>
18000	MISCELLANEOUS REVENUE					
18030-0001	Recoveries & Rebates	\$24,285	\$25,000	\$33,197	\$25,000	\$0
18990-0001	Miscellaneous Revenue	5,952	2,800	3,215	3,000	200
18990-0004	Sale of Printed Material	2,507	1,500	888	1,750	250
18990-0005	Sale of Materials & Supplies	1,567	500	1,237	1,000	500
18990-0006	Sale of Salvage & Junk	883	5,000	610	1,000	(4,000)
18990-0007	Sale of Cemetery Lots	1,200	1,050	825	1,050	0
18990-0008	Sale of Perpetual Care	300	150	5,075	150	0
18990-0013	Sale of Plastic Bags	4,306	4,300	4,764	4,300	0
18990-0014	Recycling Income	6,885	7,000	5,009	4,700	(2,300)
18990-0016	Telephone Commissions	369	700	185	350	(350)
18990-0041	Fire & Rescue Proffers	14,496	13,440	8,064	0	(13,440)
18990-0042	Recreation Proffers	0	0	15,680	0	0
18990-0043	Highland Road Maintenance Proffers	25,000	0	0	0	0
18990-0044	Proffers - General	65,360	0	0	0	0
18990-0045	Pro-rata Share- Traffic Lights	0	0	10,080	0	0
18990-0051	Donations	1,296	0	0	0	0
18990-0053	Bike Virginia Donations	8,961	0	3,181	0	0
18990-0054	Sale of Real Property	798,097	0	315,082	0	0
18990-0055	Donations PD Smart Trailer	7,150	0	3,000	0	0
	Total Miscellaneous Revenue	<u>\$968,614</u>	<u>\$61,440</u>	<u>\$410,092</u>	<u>\$42,300</u>	<u>(\$19,140)</u>
22000	NON-CATEGORICAL AID					
22010-0001	A.B.C. Profits	\$21,820	\$19,000	\$27,533	\$17,000	(\$2,000)
22010-0003	Motor Vehicle Rental Tax	66,588	50,000	73,334	55,000	5,000
22010-0008	Rolling Stock Tax	65	65	122	65	0
22010-0010	PPTRA Revenue	277,246	499,681	483,764	521,303	21,622
	Total Non-Categorical Aid	<u>\$365,719</u>	<u>\$568,746</u>	<u>\$584,753</u>	<u>\$593,368</u>	<u>\$24,622</u>
24000	CATEGORICAL AID					
24040-0001	DJCP Law Enforcement Grant	\$142,710	\$155,875	\$142,757	\$140,622	(\$15,253)
24040-0006	Street & Highway Maintenance	702,607	726,546	589,019	682,953	(43,593)
24040-0007	Litter Control	2,692	2,500	2,629	2,500	0
24040-0012	Distribution of Fire Programs	7,075	7,000	8,832	7,000	0
24040-0014	Virginia Commission for the Arts	5,000	5,000	5,000	5,000	0
24040-0019	Loudoun Transit	37,038	80,000	0	80,000	
24040-0019	Dept of Criminal Justice	8,718	0	0	0	0
24040-0099	Miscellaneous Grants	0	19,000	5,129	9,550	(9,450)
	Total Categorical Aid	<u>\$905,840</u>	<u>\$995,921</u>	<u>\$753,366</u>	<u>\$927,625</u>	<u>(\$68,296)</u>
33030	REVENUE FROM FEDERAL GOVT					

33030-0003	Ground Transportation	<u>\$4,770</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	Total Revenue from Federal Govt	<u>\$4,770</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
41000	NON-REVENUE RECEIPTS					
41000-0001	Proceeds From Indebtedness	\$160,000	\$0	\$0	\$0	\$0
41050-0001	Transfers - Encumbrances	0	61,463	0	0	(61,463)
41050-9998	Transfers from Reserves	<u>0</u>	<u>758,656</u>	<u>0</u>	<u>445,756</u>	<u>(312,900)</u>
	Total Non-Revenue Receipts	<u>\$160,000</u>	<u>\$820,119</u>	<u>\$0</u>	<u>\$445,756</u>	<u>(\$374,363)</u>
	TOTAL GENERAL FUND	<u>\$8,572,497</u>	<u>\$6,899,245</u>	<u>\$7,287,104</u>	<u>\$6,926,668</u>	<u>\$27,423</u>

<sup>1</sup> Audited

<sup>2</sup> Unaudited, through 06/30/2002

TOWN OF WARRENTON, VIRGINIA  
GENERAL FUND EXPENDITURE ESTIMATES  
FISCAL YEAR ENDING JUNE 30, 2003

		Actual <sup>1</sup> FY2001	Revised Budget FY 2002	Actual <sup>2</sup> 12 Months FY 2002	Adopted Budget FY 2003	Change
11000	LEGISLATIVE DEPARTMENT					
11010-	1101 Salary - Mayor	\$4,800	\$4,800	\$4,800	\$4,800	\$0
11010-	1102 Salaries - Council	16,800	16,800	16,800	16,800	0
11010-	1103 Salary - Recorder	26,652	27,758	29,141	27,758	0
11010-	1300 Wages & Extra Help	3,608	2,000	3,023	2,000	0
11010-	2100 FICA Expense	3,882	3,928	4,052	4,078	150
11010-	2210 Retirement	3,312	3,356	3,053	2,498	(858)
11010-	2300 Health Insurance	6,176	5,874	5,804	7,486	1,612
11010-	2400 Life Insurance	213	222	167	272	50
11010-	2700 Workers' Compensation	29	30	26	30	0
11010-	2830 ICMA Contribution	0	2,776	0	1,943	(833)
11010-	2899 Miscellaneous Benefits	119	540	4,274	540	0
11010-	3100 Professional Services	5,018	2,500	22,739	2,800	300
11010-3200	3200 Temporary Help Services	0	0	56	300	300
11010-	3320 Maintenance Contracts	968	930	1,555	930	0
11010-	3500 Printing	7,654	6,615	7,641	7,800	1,185
11010-	3600 Advertising	1,939	1,200	3,913	1,200	0
11010-	3901 Microfilm Records	2,142	2,000	800	600	(1,400)
11010-	5210 Postage	2,541	2,600	2,030	2,225	(375)
11010-	5230 Communication	549	800	615	700	(100)
11010-	5306 Surety Bond	11	30	21	30	0
11010-	5307 Public Official Liability Insurance	364	550	498	500	(50)
11010-	5308 General Liability Insurance	21	20	28	32	12
11010-	5410 Lease of Equipment	1,152	1,152	1,152	1,152	0
11010-	5510 Travel	5,641	7,700	5,458	5,000	(2,700)
11010-	5540 Training	81	600	446	600	0
11010-	5810 Membership & Dues	160	135	95	160	25
11010-	5890 Public Relations	0	500	0	500	0
11010-	6001 Office Supplies	1,502	1,750	1,842	1,750	0
11010-	8202 Furniture & Fixtures	341	150	95	1,000	850
	Total Legislative Department	\$95,675	\$97,316	\$120,124	\$95,484	(\$1,832)
	GENERAL & FINANCIAL ADMINISTRATION					
12110	EXECUTIVE DEPARTMENT					
12110-	1101 Salary - Town Manager	\$77,476	\$79,242	\$93,094	\$72,800	(\$6,442)
12110-	1102 Salary - Executive Secretary	26,541	27,758	29,141	27,758	0
12110-	1300 Wages & Extra Help	1,884	2,000	6,038	2,000	0
12110-	2100 FICA Expense	8,010	7,198	8,013	7,346	148
12110-	2210 Retirement	12,559	12,936	7,412	9,050	(3,886)
12110-	2300 Health Insurance	8,717	8,567	5,647	10,574	2,007
12110-	2400 Life Insurance	3,221	2,152	2,467	986	(1,166)
12110-	2700 Workers' Compensation	165	170	129	136	(34)
12110-	2830 ICMA Contribution	6,512	5,176	3,081	1,943	(3,233)

12110-	2840 Car Allowance	3,360	4,200	1,400	3,360	(840)
12110-	2880 Fitness Program	346	290	259	0	(290)
12110-	2899 Miscellaneous Benefits	66	810	4,295	120	(690)
12110-	3100 Professional Services	43	0	20	100	100
12110-	3200 Temporary Help Services	0	300	0	300	0
12110-	3310 Contractual Repairs/Maintenance	38	150	0	100	(50)
12110-	3320 Maintenance Contracts	930	930	930	930	0
12110-	3500 Printing	0	100	296	200	100
12110-	5210 Postage	259	400	124	400	0
12110-	5230 Communication	867	900	761	900	0
12110-	5306 Surety Bond	47	100	68	90	(10)
12110-	5307 Public Official Liability Insurance	303	400	362	431	31
12110-	5308 General Liability Insurance	32	30	41	50	20
12110-	5410 Lease of Equipment	1,148	1,152	1,169	1,152	0
12110-	5420 Lease of Interim House	0	0	2,376	0	0
12110-	5510 Travel	3,738	3,600	3,547	3,600	0
12110-	5540 Training	1,067	600	67	600	0
12110-	5810 Membership & Dues	1,007	1,514	824	1,000	(514)
12110-	6001 Office Supplies	553	500	324	500	0
12110-	6012 Subscriptions	1,436	1,000	754	1,000	0
12110-	8202 Furniture & Fixtures	341	500	95	500	0
	Total Executive Department	<u>\$160,666</u>	<u>\$162,675</u>	<u>\$172,734</u>	<u>\$147,926</u>	<u>(\$14,749)</u>
12210	LEGAL SERVICES					
12210-	1101 Salary - Town Attorney	\$2,400	\$2,400	\$2,400	\$2,400	\$0
12210-	2100 FICA Expense	184	190	184	190	0
12210-	3100 Professional Services	125,016	100,000	105,774	100,000	0
12210-	5308 General Liability Insurance	32	100	138	161	61
12210-	5510 Travel	310	450	325	350	(100)
12210-	5810 Membership & Dues	250	250	250	250	0
12210-	6012 Subscriptions	316	200	0	200	0
	Total Legal Services	<u>\$128,508</u>	<u>\$103,590</u>	<u>\$109,071</u>	<u>\$103,551</u>	<u>(\$39)</u>
12420	FINANCE					
12420-	1101 Salary - Finance/Personnel Director	\$64,994	\$68,258	\$71,671	\$68,258	\$0
12420-	1102 Salary - Deputy Finance Director	44,132	47,087	47,042	47,232	145
12420-	1104 Salary - Accounting Clerks	55,588	73,544	72,190	77,338	3,794
12420-	1300 Wages & Extra Help	9,511	6,000	9,754	6,000	0
12420-	2100 FICA Expense	16,707	14,608	19,579	15,423	815
12420-	2210 Retirement	18,688	22,837	21,335	17,354	(5,483)
12420-	2300 Health Insurance	18,647	20,305	20,606	21,397	1,092
12420-	2400 Life Insurance	3,226	1,511	1,130	1,890	379
12420-	2700 Workers' Compensation	267	275	231	242	(33)
12420-	2830 ICMA Contribution/Longevity Increase	0	3,227	707	6,719	3,492
12420-	2850 Employee Incentive Program	1,745	3,000	994	2,000	(1,000)
12420-	2880 Fitness Program	313	290	302	0	(290)
12420-	2899 Miscellaneous Benefits	4,638	360	528	360	0
12420-	3100 Professional Services	2,655	1,000	235	5,500	4,500
12420-	3120 Independent Auditors	12,000	12,500	12,600	7,980	(4,520)
12420-	3150 Recording Costs	1,169	750	565	750	0
12420-	3310 Contractual Repairs/Maintenance	1,397	500	1,280	500	0
12420-	3500 Printing	6,608	9,300	7,494	10,825	1,525

12420-	3600 Advertising	2,069	2,400	1,696	2,400	0
12420-	5210 Postage	9,891	7,300	9,055	7,500	200
12420-	5230 Communication	2,666	4,000	2,524	4,000	0
12420-	5306 Surety Bond	1,072	1,260	1,412	1,440	180
12420-	5307 Public Official Liability Insurance	510	840	760	904	64
12420-	5308 General Liability Insurance	64	60	83	96	36
12420-	5410 Lease of Equipment	0	0	62	0	0
12420-	5510 Travel	291	1,100	469	1,100	0
12420-	5540 Training	291	1,400	238	1,400	0
12420-	5810 Membership & Dues	783	600	1,319	600	0
12420-	6001 Office Supplies	2,744	5,000	2,872	4,000	(1,000)
12420-	6012 Subscriptions	2,557	2,000	1,458	2,500	500
12420-	6021 Motor Vehicle Licenses	1,207	1,300	1,266	1,400	100
12420-	6022 Service Charges	1,768	2,500	686	2,400	(100)
12420-	8202 Furniture & Fixtures	781	750	1,977	1,000	250
	Total Finance Department	\$288,979	\$315,862	\$314,120	\$320,508	\$4,646
12600	MEMBERSHIPS & DUES					
12600-	5811 Virginia Municipal League	\$2,436	\$2,806	\$3,197	\$3,200	\$394
12600-	5812 Virginia Innovation Group	750	750	750	750	0
12600-	5813 Virginia Institute of Government	500	500	500	500	0
	Total Memberships & Dues	\$3,686	\$4,056	\$4,447	\$4,450	\$394
12700	DATA PROCESSING					
12700-	1102 Wages & Extra Help	\$1,519	\$5,000	\$1,578	\$5,000	\$0
12700-	2100 FICA Expense	150	382	161	382	0
12700-	3100 Professional Services	43,174	51,243	50,548	76,962	25,719
12700-	3310 Contractual Repairs/Maintenance	43	1,200	0	1,200	0
12700-	3320 Maintenance Contracts	5,999	8,580	15,073	9,885	1,305
12700-	5230 Communication	3,323	3,840	3,905	4,535	695
12700-	5510 Travel	0	400	70	400	0
12700-	5540 Training	1,894	4,000	1,665	4,000	0
12700-	6001 Office Supplies	1,468	1,400	1,413	2,000	600
12700-	6012 Subscriptions	374	800	1,146	800	0
12700-	8207 Data Processing Equipment	32,285	22,812	22,812	33,080	10,268
	Total Data Processing	\$90,229	\$99,657	\$98,371	\$138,244	\$38,587
13100	ELECTORAL BOARD & OFFICIALS					
13100-	1100 Election Officials	\$0	\$3,100	\$3,526	\$0	(\$3,100)
13100-	5410 Lease of Voting Machines	0	500	1,228	0	(500)
13100-	5420 Lease of Buildings	0	150	150	0	(150)
13100-	6001 Office Supplies	0	1,200	878	0	(1,200)
	Total Electoral Board & Officials	\$0	\$4,950	\$5,782	\$0	(\$4,950)
	TOTAL GEN & FINANCIAL ADMIN	\$672,068	\$690,790	\$704,525	\$714,679	\$23,889
PUBLIC SAFETY						
31100	POLICE DEPARTMENT					
31100-	1101 Salary - Chief Of Police	\$63,009	\$67,854	\$67,847	\$71,947	\$4,093

31100-	1102 Salary - Lieutenant	48,455	51,612	51,471	53,508	1,896
31100-	1103 Salary - Secretary	70,772	71,323	74,171	74,172	2,849
31100-	1104 Salary - Sergeants	240,260	266,775	264,447	272,390	5,615
31100-	1105 Salary - Patrolmen	314,944	372,602	326,204	388,190	15,588
31100-	1106 Salary - Investigators	135,952	144,888	143,619	147,079	2,191
31100-	1107 Officer Comp Time	47,301	20,000	35,360	20,000	0
31100-	1108 Salary-Community Resource Officer	51,605	55,540	55,016	55,016	(524)
31100-	1300 Wages & Extra Help	18,485	39,400	30,259	39,400	0
31100-	2100 FICA Expense	73,916	83,805	78,629	88,431	4,626
31100-	2210 Retirement	111,586	121,018	104,594	91,555	(29,463)
31100-	2300 Health Insurance	94,832	105,500	100,179	127,856	22,356
31100-	2400 Life Insurance	10,640	11,264	9,038	13,225	1,961
31100-	2700 Workers' Compensation	16,493	17,000	12,424	16,000	(1,000)
31100-	2810 Clothing Allowance	1,751	2,400	2,217	2,400	0
31100-	2830 ICMA Contribution/Logevity Increase	3,141	9,090	7,884	18,756	9,666
31100-	2880 Fitness Program	2,448	2,026	2,304	0	(2,026)
31100-	2885 Tuition Reimbursement	502	1,250	111	750	(500)
31100-	2899 Miscellaneous Benefits	966	2,000	2,493	2,000	0
31100-	3100 Professional Services	3,869	4,200	3,093	4,200	0
31100-	3310 Contractual Repairs/Maintenance	1,680	13,150	3,391	1,900	(11,250)
31100-	3320 Maintenance Contracts	6,382	6,021	5,994	12,275	6,254
31100-	3500 Printing	4,773	3,350	1,688	2,700	(650)
31100-	3600 Advertising	2,193	800	1,498	800	0
31100-	3800 Prisoner's Board	2,230	1,500	2,040	1,500	0
31100-	4200 Vehicle Expenses	75,688	60,000	38,728	75,600	15,600
31100-	5210 Postage	1,230	1,680	1,289	1,680	0
31100-	5230 Communication	9,420	11,000	12,326	11,000	0
31100-	5306 Surety Bond	218	600	408	500	(100)
31100-	5307 Professional Liability Insurance	4,248	6,500	5,882	7,000	500
31100-	5410 Lease of Equipment	3,227	1,761	3,139	3,257	1,496
31100-	5510 Travel	2,171	3,200	2,292	3,200	0
31100-	5540 Police Training	7,763	12,400	8,536	12,400	0
31100-	5810 Membership & Dues	410	1,100	465	1,100	0
31100-	6001 Office Supplies	3,491	3,650	4,250	3,650	0
31100-	6010 Police Supplies	6,120	8,345	5,934	6,375	(1,970)
31100-	6011 Wearing Apparel	5,804	8,160	7,774	9,370	1,210
31100-	6012 Subscriptions	261	500	258	500	0
31100-	6023 Narcotics Fund	0	2,000	2,000	2,000	0
31100-	6099 Materials & Supplies	7,174	4,915	4,687	4,915	0
31100-	7001 E-911 System Contribution	16,781	16,258	13,316	19,630	3,372
31100-	8202 Furniture & Fixtures	1,818	20,626	22,068	1,050	(19,576)
31100-	8203 Communications Equipment	0	0	0	30,000	30,000
31100-	8205 Motor Vehicles & Equipment	172,566	0	0	43,650	43,650
31100-	8207 Data Processing Equipment	5,942	800	211	2,300	1,500
31100-	8221 Grant Expenditures	14,827	19,000	10,065	9,550	(9,450)
Total Police Department		\$1,667,344	\$1,656,863	\$1,529,599	\$1,754,777	\$97,914
32100	FIRE & RESCUE SERVICES					
32100-	1101 Salary - Fireman	\$33,348	\$32,066	\$32,677	\$33,883	\$1,817
32100-	1102 Salary - Fire Marshall	7,478	7,000	7,931	7,000	0
32100-	2100 FICA Expense	3,121	2,989	3,101	3,127	138
32100-	2210 Retirement	3,734	3,877	3,844	3,050	(827)



32100-	2300 Health Insurance	241	0	0	0	0
32100-	2400 Life Insurance	247	257	196	332	75
32100-	2700 Workers' Compensation	883	800	666	695	(105)
32100-	2880 Fitness Program	288	0	432	0	0
32100-	2899 Miscellaneous Benefits	16	60	95	60	0
32100-	3100 Professional Services	20	0	0	0	0
32100-	3600 Advertising	144	0	0	0	0
32100-	5308 General Liability Insurance	4	10	14	17	7
32100-	5510 Travel	202	850	1,203	850	0
32100-	5686 Contribution - Fire Department	12,000	14,000	14,000	21,248	7,248
32100-	5687 Highland Proffers - Fire Dept	6,528	6,720	0	0	(6,720)
32100-	5688 Fire Program Fund	7,075	7,000	8,832	8,500	1,500
32100-	5699 Contribution - Rescue Squad	20,000	22,000	22,000	29,248	7,248
32100-	5700 Highland Proffers - Rescue Squad	6,528	6,720	0	0	(6,720)
32100-	5810 Memberships & Dues	0	100	155	100	0
32100-	6011 Wearing Apparel	2,850	1,000	967	1,000	0
32100-	6099 Materials & Supplies	0	0	241	0	0
32100-	8203 Communications Equipment	3,674	5,000	3,653	5,000	0
	Total Fire & Rescue Services	<u>\$108,381</u>	<u>\$110,449</u>	<u>\$100,007</u>	<u>\$114,110</u>	<u>\$3,661</u>
34100	INSPECTIONS					
31100-	1100 Salary - Inspectors	\$107,903	\$109,933	\$110,741	\$111,274	\$1,341
31100-	1300 Wages & Extra Help	5,937	3,000	12,331	6,500	3,500
31100-	2100 FICA Expense	8,567	8,639	9,302	9,423	784
31100-	2210 Retirement	13,889	14,137	12,844	10,645	(3,492)
31100-	2300 Health Insurance	9,928	8,959	11,595	11,098	2,139
31100-	2400 Life Insurance	919	936	698	1,159	223
31100-	2700 Workers' Compensation	3,264	3,264	1,640	1,712	(1,552)
31100-	2830 ICMA Contribution/Longevity Increase	0	3,481	1,726	5,405	1,924
31100-	2899 Miscellaneous Benefits	31	120	176	120	0
31100-	3320 Maintenance Contracts	702	300	702	500	200
31100-	3500 Printing	181	300	656	600	300
31100-	3701 Uniform Rental	381	325	403	385	60
31100-	4200 Vehicle Expenses	3,876	4,000	0	3,000	(1,000)
31100-	5210 Postage	105	300	61	300	0
31100-	5230 Communication	1,220	1,000	1,270	1,200	200
31100-	5308 General Liability Insurance	27	25	35	40	15
31100-	5410 Lease of Equipment	468	400	194	400	0
31100-	5510 Travel	1,976	890	409	1,500	610
31100-	5540 Training	508	1,000	901	1,500	500
31100-	5810 Membership & Dues	312	400	146	400	0
31100-	6001 Office Supplies	220	525	121	400	(125)
31100-	6011 Wearing Apparel	75	300	112	100	(200)
31100-	6012 Subscriptions	945	1,200	18	1,000	(200)
31100-	6024 Tools	166	450	52	300	(150)
31100-	6099 Materials & Supplies	235	400	178	400	0
31100-	8202 Furniture & Fixtures	0	300	0	300	0
31100-	8203 Communications Equipment	465	200	0	200	0
31100-	8205 Motor Vehicles & Equipment	0	0	0	22,000	22,000
31100-	8221 Engineer Equipment	0	200	0	0	(200)
	Total Inspections	<u>\$162,300</u>	<u>\$164,984</u>	<u>\$166,311</u>	<u>\$191,861</u>	<u>\$26,877</u>

TOTAL PUBLIC SAFETY		\$1,938,025	\$1,932,296	\$1,795,917	\$2,060,748	\$128,452
PUBLIC WORKS						
41100	PUBLIC WORKS ADMINISTRATION					
41100-	1102 Salary - Public Works Director	\$38,360	\$40,771	\$40,762	\$42,512	\$1,741
41100-	1103 Salary - Public Works Supt	55,806	60,074	59,771	63,701	3,627
41100-	1104 Salary - Secretaries	50,848	57,573	45,916	52,974	(4,599)
41100-	1105 Salary - Project Engineer	19,597	24,151	24,172	25,238	1,087
41100-	1300 Wages & Extra Help	1,159	1,500	7,129	1,500	0
41100-	2100 FICA Expense	15,844	14,119	17,330	14,374	255
41100-	2210 Retirement	19,481	22,074	17,784	16,405	(5,669)
41100-	2300 Health Insurance	16,278	17,869	12,962	22,369	4,500
41100-	2400 Life Insurance	1,289	1,461	949	1,785	324
41100-	2600 Unemployment Insurance	39	0	524	0	0
41100-	2700 Workers' Compensation	2,037	2,100	2,621	2,737	637
41100-	2830 ICMA/Longevity Increase	0	0	0	1,980	1,980
41100-	2880 Fitness Program	137	174	216	0	(174)
41100-	2899 Miscellaneous Benefits	684	1,700	2,750	1,700	0
41100-	3100 Professional Services	14,452	8,440	12,374	7,500	(940)
41100-	3150 Recording Costs	0	0	16	0	0
41100-	3200 Temporary Help Services	0	0	1,228	0	0
41100-	3310 Contractual Repairs/Maintenance	142	200	241	200	0
41100-	3320 Maintenance Contracts	3,028	2,981	3,231	3,150	169
41100-	3500 Printing	151	250	100	250	0
41100-	3600 Advertising	2,610	1,000	4,515	2,000	1,000
41100-	3991 Review Fees	4,000	0	0	0	0
41100-	4200 Vehicle Expenses	0	1,500	160	1,500	0
41100-	5210 Postage	759	1,000	322	1,000	0
41100-	5230 Communication	1,884	2,124	2,072	2,000	(124)
41100-	5306 Surety Bond	23	50	34	50	0
41100-	5307 General Liability Insurance	64	60	83	96	36
41100-	5410 Lease of Equipment	325	404	321	409	5
41100-	5510 Travel	585	600	188	600	0
41100-	5540 Training	608	1,200	730	1,000	(200)
41100-	5810 Membership & Dues	139	350	630	350	0
41100-	6001 Office Supplies	1,484	1,500	2,146	1,500	0
41100-	6012 Subscriptions	199	400	203	200	(200)
41100-	6026 Engineering Supplies	0	400	520	300	(100)
41100-	8202 Furniture & Fixtures	60	250	343	200	(50)
	Total Public Works Administration	\$252,072	\$266,275	\$262,343	\$269,580	\$3,305
41200	STREET MAINTENANCE					
41200-	1301 Wages & Extra Help	\$243,397	\$250,109	\$225,258	\$258,296	\$8,187
41200-	1302 Wages - Snow Removal	273	2,700	446	2,700	0
41200-	2100 FICA Expense	19,103	19,340	16,824	20,274	934
41200-	2210 Retirement	42,076	43,346	37,037	35,813	(7,533)
41200-	2300 Health Insurance	54,769	65,479	58,604	99,763	34,284
41200-	2400 Life Insurance	7,564	7,759	6,799	8,679	920
41200-	2700 Workers' Compensation	17,948	17,000	15,238	15,908	(1,092)
41200-	2830 ICMA/Longevity Increase	583	6,171	1,144	4,021	(2,150)
41200-	2880 Fitness Program	0	0	0	0	0

41200-	2899 Miscellaneous Benefits	0	0	0	0	0
41200-	3100 Professional Services	92	0	0	0	0
41200-	3310 Contractual Repairs/Maintenance	8	0	0	0	0
41200-	3701 Uniform Rental	2,544	2,730	2,770	2,730	0
41200-	3990 Payments on Contracts	0	0	0	0	0
41200-	4200 Vehicle Expenses	40,687	9,400	0	9,400	0
41200-	5110 Electric Current	41,338	33,500	37,254	37,000	3,500
41200-	5410 Lease of Equipment	5,088	5,500	455	3,000	(2,500)
41200-	5510 Travel	81	500	3	400	(100)
41200-	5540 Training	68	500	63	400	(100)
41200-	6002 Food	0	200	191	200	0
41200-	6011 Wearing Apparel	2,193	2,500	938	2,500	0
41200-	6024 Tools	987	900	956	900	0
41200-	6025 Chemical Supplies	1,195	500	9,195	500	0
41200-	6095 Replace Trash Receptacles	814	1,000	0	1,000	0
41200-	6097 Materials - Welcome Signs	0	0	4,281	0	0
41200-	6099 Materials & Supplies	3,886	3,000	0	3,000	0
41200-	8201 Equipment	2,230	0	130,891	48,000	48,000
41200-	8251 Driveway Culverts	0	700	0	500	(200)
	Total Street Maintenance	<u>\$486,924</u>	<u>\$472,834</u>	<u>\$548,347</u>	<u>\$554,984</u>	<u>\$82,150</u>
41500	ARTERIAL STREET MAINTENANCE					
41500-	1301 Wages & Extra Help	\$37,266	\$60,000	\$45,949	\$55,000	(\$5,000)
41500-	1302 Wages - Snow Removal	3,636	6,000	1,654	6,000	0
41500-	2100 FICA Expense	3,018	5,049	3,553	4,666	(383)
41500-	3310 Contractual Repairs/Maintenance	9,845	7,000	7,551	7,000	0
41500-	3990 Payments on Contracts	4,301	12,100	41,200	19,000	6,900
41500-	4200 Vehicle Expenses	74,826	88,000	54,101	88,000	0
41500-	4201 Vehicle Expenses - Snow	3,764	5,000	1,116	5,000	0
41500-	5110 Electric Current	43,714	36,000	40,186	39,000	3,000
41500-	5410 Lease of Equipment	98	600	0	600	0
41500-	6002 Food	167	200	30	200	0
41500-	6025 Chemical Supplies	12,862	16,825	3,072	18,555	1,730
41500-	6035 Repair Parts - Signal Equipment	1,019	800	2,915	1,000	200
41500-	6099 Materials & Supplies	6,794	15,000	7,421	12,000	(3,000)
41500-	8254 Replace Street Name Signs	25	600	358	600	0
41500-	8255 Replace Traffic Signs	2,141	1,200	3,655	1,200	0
41500-	8256 Sidewalk, Curb & Gutter	13,000	10,300	10,320	10,300	0
41500-	8257 Street Improvements & Paving	37,441	236,871	231,794	117,880	(118,991)
41500-	8258 Drainage Project - Gaines/Waterloo	1,015	0	0	0	0
41500-	8259 Historic District Street Signs	6,046	0	0	0	0
	Total Arterial Street Maint	<u>\$260,978</u>	<u>\$501,545</u>	<u>\$454,875</u>	<u>\$386,001</u>	<u>(\$115,544)</u>
41600	COLLECTOR STREET MAINTENANCE					
41600-	1301 Wages & Extra Help	\$36,793	\$50,000	\$43,576	\$45,000	(\$5,000)
41600-	1302 Wages - Snow Removal	2,161	5,000	1,438	5,000	0
41600-	2100 FICA Expense	3,028	4,207	3,307	3,825	(382)
41600-	3990 Payments on Contracts	11,544	9,000	5,906	7,000	(2,000)
41600-	4200 Vehicle Expenses	70,508	88,000	56,291	88,000	0
41600-	4201 Vehicle Expenses - Snow	2,249	5,000	867	5,000	0
41600-	5410 Lease of Equipment	15	500	0	500	0

41600-	6002 Food	0	400	0	400	0
41600-	6025 Chemical Supplies	5,424	9,980	2,450	10,980	1,000
41600-	6099 Materials & Supplies	10,659	17,000	8,350	15,000	(2,000)
41600-	8254 Replace Street Name Signs	54	400	767	400	0
41600-	8255 Replace Traffic Signs	488	1,500	1,743	1,500	0
41600-	8256 Sidewalk, Curb & Gutter	18,000	14,480	14,768	15,800	1,320
41600-	8257 Street Improvements & Paving	80,813	76,540	60,650	86,000	9,460
41600-	8259 Historic District Street Signs	6,235	0	194	0	0
41600-	8260 Culvert Replacements	0	0	0	11,500	11,500
	Total Collector Street Maint	<u>\$247,971</u>	<u>\$282,007</u>	<u>\$200,307</u>	<u>\$295,905</u>	<u>\$13,898</u>
42300	REFUSE COLLECTION					
42300-	1300 Wages & Extra Help	\$175,083	\$164,224	\$193,992	\$141,712	(\$22,512)
42300-	2100 FICA Expense	13,216	12,563	14,786	10,841	(1,722)
42300-	2210 Retirement	20,492	24,063	20,175	14,818	(9,245)
42300-	2300 Health Insurance	22,225	25,458	17,909	36,552	11,094
42300-	2400 Life Insurance	1,356	1,592	1,128	1,613	21
42300-	2700 Workers' Compensation	10,187	10,500	10,658	9,611	(889)
42300-	2830 ICMA/Longevity Increase	1,248	1,989	(2,496)	1,004	(985)
42300-	2899 Miscellaneous Benefits	0	0	181	0	0
42300-	3701 Uniform Rental	1,149	1,092	1,100	1,170	78
42300-	3815 Share Landfill Operation	132,454	121,000	34,813	30,000	(91,000)
42300-	4200 Vehicle & Equipment Expenses	23,148	27,000	0	27,000	0
42300-	5308 General Liability Insurance	400	375	463	600	225
42300-	6011 Wearing Apparel	480	624	107	624	0
42300-	6051 Purchase of Plastic Bags	9,894	17,330	16,484	14,000	(3,330)
42300-	6099 Materials & Supplies	340	600	1,291	600	0
42300-	8201 Equipment	0	0	0	95,000	95,000
	Total Refuse Collection	<u>\$411,672</u>	<u>\$408,410</u>	<u>\$310,591</u>	<u>\$385,145</u>	<u>(\$23,265)</u>
42400	RECYCLING PROGRAM					
42400-	1300 Wages & Extra Help	\$37,626	\$41,806	\$37,266	\$37,928	(\$3,878)
42400-	2100 FICA Expense	2,851	3,198	2,838	2,902	(296)
42400-	3500 Printing	110	100	0	100	0
42400-	3600 Advertising	0	250	0	100	(150)
42400-	3990 Payments on Contracts	30,276	33,000	30,289	33,000	0
42400-	4200 Vehicle Expenses	6,723	5,000	0	5,000	0
42400-	5308 General Liability Insurance	32	30	41	49	19
42400-	6051 Purchase of Recycling Bags	9,060	12,000	0	12,000	0
42400-	6099 Materials & Supplies	53	800	136	800	0
	Total Recycling Program	<u>\$86,731</u>	<u>\$96,184</u>	<u>\$70,570</u>	<u>\$91,879</u>	<u>(\$4,305)</u>
43200	GENERAL PROPERTIES					
43200-	1301 Wages & Extra Help	\$20,893	\$21,093	\$25,530	\$22,345	\$1,252
43200-	1302 Wages - Snow Removal	556	1,000	155	1,000	0
43200-	2100 FICA Expense	1,638	1,691	1,944	1,786	95
43200-	2210 Retirement	2,988	3,188	2,681	2,514	(674)
43200-	2300 Health Insurance	3,329	3,916	3,437	4,991	1,075
43200-	2400 Life Insurance	2,002	2,015	1,964	2,078	63
43200-	2700 Workers' Compensation	825	850	451	472	(378)

43200-	3100 Professional Services	3,654	0	0	0	0
43200-	3310 Contractual Repairs/Maintenance	14,029	11,000	8,607	9,000	(2,000)
43200-	3320 Maintenance Contracts	7,362	9,309	6,527	14,978	5,669
43200-	3330 Janitorial Service	19,323	19,000	19,710	21,000	2,000
43200-	3356 Modification - Public Works Bldg	3,269	0	0	0	0
43200-	3701 Uniform Rental	370	182	190	195	13
43200-	4200 Vehicle Expenses	2,414	3,000	0	3,000	0
43200-	5110 Electric Current	21,216	25,000	23,085	23,000	(2,000)
43200-	5120 Fuel	11,511	9,500	9,553	9,500	0
43200-	5210 Business Reply Permit Fee	125	0	406	125	125
43200-	5230 Communication	4,167	6,000	3,393	6,000	0
43200-	5302 Fire Insurance	1,897	1,750	2,412	3,260	1,510
43200-	5308 General Liability Insurance	53	50	69	82	32
43200-	5410 Lease of Equipment	9,503	9,373	13,011	9,373	0
43200-	5420 Lease of Buildings	75,984	82,570	72,528	18,996	(63,574)
43200-	5440 Training	68	100	63	100	0
43200-	6007 Repairs - Bldgs & Grounds	2,709	1,800	1,967	1,800	0
43200-	6011 Wearing Apparel	93	104	60	104	0
43200-	6032 Repairs - Parking Lots	90	2,000	0	1,000	(1,000)
43200-	6099 Materials & Supplies	5,460	6,700	4,133	5,000	(1,700)
43200-	8201 Equipment	0	0	0	0	0
43200-	8202 Furniture & Fixtures	1,730	1,000	2,256	1,000	0
43200-	8258 Landscaping - Parking Lot	0	1,000	0	1,000	0
43200-	8262 Purchase of Property	5,276	0	0	0	0
Total Bldgs & Grounds Maintenance		<u>\$222,534</u>	<u>\$223,191</u>	<u>\$204,132</u>	<u>\$163,699</u>	<u>(\$59,492)</u>
TOTAL PUBLIC WORKS		<u>\$1,968,882</u>	<u>\$2,250,446</u>	<u>\$2,051,165</u>	<u>\$2,147,193</u>	<u>(\$99,936)</u>
WELFARE & SOCIAL SERVICES						
53500	WELFARE & SOCIAL SERVICES					
53500-	5691 Contribution - Fauquier Housing	\$25,000	\$10,000	\$10,000	\$10,000	\$0
53500-	5693 Contribution - Community Action	7,500	7,500	7,500	7,500	0
53500-	5694 Contribution - Fauq Family Shelter	6,700	6,700	6,700	6,700	0
53500-	5695 Contribution - Fauq Comm Child	4,500	4,500	4,500	4,500	0
53500-	5697 Contribution - Fauq Free Clinic	10,000	10,000	10,000	10,000	0
53500-	5698 Contribution - Dispute Resolution Ctr	1,000	1,000	1,000	1,000	0
53500-	5700 Contribution - Loudoun Bus System	37,180	87,500	7,500	95,200	7,700
53500-	5701 Contribution - Habitat for Humanity	14,962	0	0	0	0
Total Welfare & Social Services		<u>\$106,842</u>	<u>\$127,200</u>	<u>\$47,200</u>	<u>\$134,900</u>	<u>\$7,700</u>
TOTAL WELFARE & SOCIAL SERVICES		<u>\$106,842</u>	<u>\$127,200</u>	<u>\$47,200</u>	<u>\$134,900</u>	<u>\$7,700</u>
PARKS & RECREATION						
71200	PARKS MAINTENANCE					
71200-	1300 Wages & Extra Help	\$3,902	\$5,000	\$6,218	\$5,000	\$0
71200-	2100 FICA Expense	341	383	458	383	0
71200-	3357 Rady Park Maintenance	0	300	0	300	0
71200-	4200 Vehicle Expenses	3,618	0	0	2,000	2,000
71200-	5110 Electric Current	1,383	1,500	1,261	1,500	0

71200-	5302 Fire Insurance	19	20	21	27	7
71200-	5410 Lease of Equipment	1,300	1,500	1,560	1,560	60
71200-	6007 Repairs - Buildings & Grounds	407	200	3,661	200	0
71200-	6099 Materials & Supplies	611	500	24	750	250
71200-	8258 Landscaping Parks	0	0	0	1,000	1,000
71200-	8264 Playground Equipment	2,108	500	0	500	0
71200-	8265 Warr Greenway - Pedestrian Steps	6,300	0	0	0	0
	Total Parks Maintenance	\$19,989	\$9,903	\$13,203	\$13,220	\$3,317
71300	CONTRIBUTIONS					
71300-	5687 Contribution - Moving Arts	\$1,000	\$0	\$0	\$0	\$0
71300-	5690 Contribution - Boys & Girls Club	12,000	12,000	12,000	12,000	0
71300-	5697 Contribution - Bluemont Concert	0	0	0	0	0
71300-	5698 Contribution - Parks & Recreation	5,178	10,750	8,803	10,750	0
71300-	5700 Contribution - Warrenton Caboose	0	0	1,000	1,000	1,000
	Total Parks & Recreation - Contributions	\$18,178	\$22,750	\$21,803	\$23,750	\$1,000
71400	CEMETERY MAINTENANCE					
71400-	1300 Wages & Extra Help	\$52,055	\$57,880	\$61,587	\$58,569	\$689
71400-	2100 FICA Expense	3,712	4,428	4,503	4,579	151
71400-	2210 Retirement	4,759	6,041	5,491	4,641	(1,400)
71400-	2300 Health Insurance	5,633	6,976	3,308	4,991	(1,985)
71400-	2400 Life Insurance	502	400	442	505	105
71400-	2700 Workers Compensation	1,358	1,400	977	1,021	(379)
71400-	2830 ICMA/Longevity Increase	0	0	0	1,284	1,284
71400-	2899 Miscellaneous Benefits	31	120	32	120	0
71400-	3310 Contractual Repairs & Maintenance	6,941	1,500	0	750	(750)
71400-	3701 Uniform Rental	401	364	508	390	26
71400-	3990 Payments on Contracts	455	2,000	1,435	8,000	6,000
71400-	4200 Vehicle Expenses	5,400	2,500	0	2,500	0
71400-	5100 Electric Current	223	120	120	150	30
71400-	5120 Fuel	1,359	900	529	900	0
71400-	5302 Fire Insurance	38	35	38	51	16
71400-	5308 General Liability Insurance	18	17	24	28	11
71400-	6003 Agricultural Supplies	76	300	200	300	0
71400-	6007 Repairs - Buildings & Grounds	0	350	230	250	(100)
71400-	6011 Wearing Apparel	87	208	0	208	0
71400-	6024 Tools	81	100	0	100	0
71400-	6099 Materials & Supplies	475	1,000	328	700	(300)
71400-	8201 Replace Equipment	360	0	1,055	0	0
	Total Cemetery Maintenance	\$83,964	\$86,639	\$80,807	\$90,037	\$3,398
72600	CULTURAL ENRICHMENT					
72600-5691	Contribution - Bluemont	\$10,000	\$10,000	\$10,000	\$10,000	\$0
72600-	5994 Contribution - Fauq Historical	10,000	10,000	10,000	10,000	0
72600-	5695 Contribution - Veterans Memorial	2,000	2,000	2,000	2,000	0
72600-	5696 Contribution - Salute to Lafayette	1,892	0	0	0	0
72600-	5697 Contribution - Afro American Historic	2,000	0	0	0	0
72600-	5699 Contribution - First Night Out	3,000	3,000	3,000	3,000	0
	Total Cultural Enrichment	\$28,892	\$25,000	\$25,000	\$25,000	\$0

TOTAL PARKS & RECREATION		\$151,023	\$144,292	\$140,813	\$152,007	\$7,715
PLANNING & COMMUNITY DEVELOPMENT						
81000	PLANNING & ZONING					
81000-	1101 Salary - Commission Members	\$6,225	\$6,300	\$6,225	\$6,300	\$0
81000-	1102 Salary - Town Planner	66,061	70,420	68,122	72,681	2,261
81000-	1104 Salary - Community Dev Assistant	14,695	15,776	8,514	14,931	(845)
81000-	1105 Salary - Secretary	28,375	23,761	23,755	24,881	1,120
81000-	1106 Salary - Zoning Inspector	33,275	22,744	22,771	23,744	1,000
81000-	1300 Wages & Extra Help	13,979	12,000	7,873	20,400	8,400
81000-	2100 FICA Expense	12,217	11,551	10,270	12,465	914
81000-	2210 Retirement	16,672	16,044	14,745	12,260	(3,784)
81000-	2300 Health Insurance	12,545	19,374	15,929	23,762	4,388
81000-	2400 Life Insurance	1,103	1,061	839	1,335	274
81000-	2700 Workers' Compensation	1,009	1,040	574	600	(440)
81000-	2880 Fitness Program	216	290	432	0	(290)
81000-	2899 Miscellaneous Benefits	47	180	278	180	0
81000-	3100 Professional Services	53,911	25,000	20,670	25,000	0
81000-	3102 Professional Services - Parking Study	3,750	0	0	0	0
81000-	3103 Professional Services - CIP	250	0	0	0	0
81000-	3200 Temporary Help Services	1,201	0	382	1,200	1,200
81000-	3310 Contractual Repairs/Maintenance	0	500	89	500	0
81000-	3320 Maintenance Contracts	295	250	251	1,500	1,250
81000-	3500 Printing	53	1,000	649	1,200	200
81000-	3600 Advertising	5,345	3,000	5,237	3,000	0
81000-	3901 Microfilm Records	667	1,000	0	0	(1,000)
81000-	3990 Payments on Contracts	0	0	0	0	0
81000-	5210 Postage	791	1,100	570	1,100	0
81000-	5230 Communication	1,301	2,100	1,368	1,900	(200)
81000-	5306 Surety Bond	47	100	68	81	(19)
81000-	5307 General Liability Insurance	37	35	35	41	6
81000-	5510 Travel	1,270	900	606	900	0
81000-	5540 Training	212	1,400	581	1,000	(400)
81000-	5690 Contribution - Planning District	3,955	3,956	3,955	4,602	646
81000-	5810 Membership & Dues	563	1,100	750	600	(500)
81000-	6001 Office Supplies	2,515	2,100	2,388	2,100	0
81000-	6012 Subscriptions	1,205	1,000	885	1,025	25
81000-	6099 Materials & Supplies	60	0	0	500	500
81000-	8202 Furniture & Fixtures	1,075	500	916	500	0
	Total Planning & Zoning	\$284,922	\$245,582	\$219,727	\$260,288	\$14,706
81400	BOARD OF ZONING APPEALS					
81400-	3200 Temporary Help Services	\$0	\$700	\$98	\$500	(\$200)
81400-	3600 Advertising	159	500	219	500	0
81400-	5210 Postage	82	150	0	150	0
81400-	5510 Travel	0	219	0	200	(19)
81400-	5540 Training	0	750	0	750	0
81400-	6001 Office Supplies	26	0	0	0	0
	Total Board of Zoning Appeals	\$267	\$2,319	\$317	\$2,100	(\$219)

81500	ECONOMIC DEVELOPMENT					
81500-	1101 Salary - Director	\$53,148	\$56,729	\$57,077	\$60,039	\$3,310
81500-	1104 Salary - Community Dev Assistant	14,744	15,776	10,284	14,931	(845)
81500-	1300 Wages & Extra Help	3,567	4,800	3,090	4,800	0
81500-	2100 FICA Expense	5,448	5,913	5,394	6,102	189
81500-	2210 Retirement	8,213	8,766	7,285	6,747	(2,019)
81500-	2300 Health Insurance	4,330	4,590	4,671	9,222	4,632
81500-	2400 Life Insurance	544	580	414	735	155
81500-	2700 Workers' Compensation	97	100	69	75	(25)
81500-	2880 Fitness Program	0	145	0	0	(145)
81500-	2885 Tuition Reimbursement	911	0	0	0	0
81500-	2899 Miscellaneous Benefits	31	120	176	120	0
81500-	3100 Professional Services	7,725	5,000	11,190	5,000	0
81500-	3500 Printing	5,872	10,000	4,288	10,000	0
81500-	3600 Advertising	11,950	12,000	16,215	12,000	0
81500-	3990 Payments on Contracts	0	0	0	0	0
81500-	5210 Postage	1,495	2,500	4,555	2,500	0
81500-	5230 Communication	562	1,000	650	750	(250)
81500-	5306 Surety Bond	23	40	27	35	(5)
81500-	5307 General Liability Insurance	21	20	20	23	3
81500-	5510 Travel	1,998	2,200	141	2,200	0
81500-	5540 Training	644	1,000	340	1,000	0
81500-	5685 Contribution - Partnership	24,000	24,000	24,000	24,000	0
81500-	5688 Contribution - Visitor Center	45,000	53,000	53,000	45,000	(8,000)
81500-	5690 Support - Lord Fairfax Small Bus	0	5,000	5,000	5,000	0
81500-	5810 Membership & Dues	1,524	1,500	1,150	1,500	0
81500-	6001 Office Supplies	644	500	1,019	500	0
81500-	6012 Subscriptions	832	500	909	500	0
81500-	6095 Bike Virginia Expenses	14,133	0	1,292	0	0
81500-	6099 Materials & Supplies	217	0	50	0	0
81500-	8201 Wreaths/Signs/Planters	1,339	2,200	2,920	2,200	0
81500-	8202 Furniture & Fixtures	0	250	0	250	0
	Total Economic Development	<u>\$209,012</u>	<u>\$218,229</u>	<u>\$215,226</u>	<u>\$215,229</u>	<u>(\$3,000)</u>
81600	ARCHITECTURAL REVIEW BOARD					
81600-	3200 Temporary Help Services	\$0	\$0	\$578	\$1,000	\$1,000
81600-	3500 Printing	0	215	93	195	(20)
81600-	3600 Advertising	55	100	82	100	0
81600-	5210 Postage	145	65	88	78	13
81600-	5510 Travel	49	850	0	777	(73)
81600-	5540 Training	85	835	0	860	25
81600-	5810 Membership & Dues	200	105	0	110	5
81600-	6001 Office Supplies	239	80	0	50	(30)
	Total Architectural Review Board	<u>\$773</u>	<u>\$2,250</u>	<u>\$841</u>	<u>\$3,170</u>	<u>\$920</u>
	TOTAL PLANNING/COMM DEVELOPMENT	<u>\$494,974</u>	<u>\$468,380</u>	<u>\$436,111</u>	<u>\$480,787</u>	<u>\$12,407</u>
93100	TRANSFERS AND RESERVES					
93100-	0097 Transfers to Reserves	\$0	\$67,008	\$0	\$156,947	\$89,939
81600-	0099 Reserve for Contingencies	0	0	0	26,000	26,000



81600-	9200 Transfer to Retirement Fund	0	0	0	0	0
81600-	9201 Transfer to Capital Projects Fund	0	1,055,626	0	890,002	(165,624)
	Total Transfers and Reserves	\$0	\$1,122,634	\$0	\$1,072,949	(\$49,685)

95100	DEBT SERVICE					
95100-	9111 Lease Purchase - 2001 - Police Cars	\$49,954	\$53,020	\$53,019	\$56,195	\$3,175
95100-	9112 Lease Purchase - 2001 - AS/400	\$2,205	\$6,768	\$6,846	\$9,169	\$2,401
95100-	9121 Lease Purchase - Interest	7,804	6,103	6,054	2,557	(3,546)
	Total Transfers and Reserves	\$59,963	\$65,891	\$65,919	\$67,921	\$2,030

GENERAL FUND TOTAL	\$5,487,452	\$6,899,245	\$5,361,774	\$6,926,668	\$30,740
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<sup>1</sup> Audited

<sup>2</sup> Unaudited, through 06/30/2002

TOWN OF WARRENTON, VIRGINIA  
CAPITAL PROJECTS FUND REVENUE ESTIMATES  
FISCAL YEAR ENDING JUNE 30, 2002

		Actual <sup>1</sup> FY2001	Revised Budget FY 2002	Actual <sup>2</sup> 12 Months FY 2002	Adopted Budget FY 2003	Change
18990	REIMBURSEMENTS					
18990-0002	Walker Drive Payments	\$0	\$0	\$0	\$0	\$0
18990-0003	Proffers - Gay Road	0	15,000	0	0	(15,000)
18990-0004	Grant - Visitor Ctr/Chamber Pa	0	0	0	300,000	300,000
	Total Reimbursements	\$0	\$15,000	\$0	\$300,000	\$285,000
41050	TRANSFERS					
41050-0001	Transfers - Encumbrances	\$0	\$ 172,808	\$0	0	\$ (172,808)
41050-0100	Transfers from General Fund	0	1,055,628	0	890,002	(165,626)
41050-9999	Transfers from Reserves	0	799,160	0	0	(799,160)
	Total Transfers	\$0	\$ 2,027,596	\$0	\$ 890,002	\$ (1,137,594)
	CAPITAL PROJECTS TOTAL	\$0	\$2,042,596	\$0	\$1,190,002	(\$852,594)

<sup>1</sup> Audited

<sup>2</sup> Unaudited, through 06/30/2002

TOWN OF WARRENTON, VIRGINIA  
CAPITAL PROJECTS FUND EXPENDITURE ESTIMATES  
FISCAL YEAR ENDING JUNE 30, 2003

	Actual <sup>1</sup> FY2001	Revised Budget FY 2002	Actual <sup>2</sup> 12 Months FY 2002	Adopted Budget FY 2003	Change
94500 CAPITAL PROJECTS					
94500- 8090 Oliver City Drainage	\$0	\$0	\$0	\$114,148	\$114,148
94500- 8091 Traffic Signal - Falmouth & Lee Sts	0	0	0	50,000	50,000
94500- 8092 Visitor Center/Chamber Parking	0	0	15,573	570,756	570,756
94500- 8094 Town Hall Renovation/Construction	9,229	0	0	0	0
94500- 8095 Eva Walker Park - Concrete Fence	6,200	19,250	21,277	0	(19,250)
94500- 8096 Recreation Facility Design	1,556	2,850	2,850	0	(2,850)
94500- 8101 Light Installation	3,480	5,662	5,662	0	(5,662)
94500- 8102 Calhoun St & Sidewalk Improvements	0	0	0	39,140	39,140
94500- 8110 Van Roijan St/Waterloo St Drainage	1,485	77,524	77,523	0	(77,524)
94500- 8111 Shirley Ave Widening	0	13,503	13,503	0	(13,503)
94500- 8114 Moser Rd/Church St Drainage	85,812	6,967	6,967	0	(6,967)
94500- 8116 Police Department Radio System	0	0	0	175,000	175,000
94500- 8117 Warrenton Business Park	2,505	0	0	0	0
94500- 8120 Academy Hill Park Improvements	16,735	0	0	0	0
94500- 8121 Alexandria Pk/King St Drainage	24,950	0	0	0	0
94500- 8123 Fifth Street Parking Lot	1,945	0	0	0	0
94500- 8126 Blackwell Rd Sidewalk & Drainage	76,663	115,249	110,235	0	(115,249)
94500- 8127 Wherehouse Improvements	550	1,500	1,874	0	(1,500)
94500- 8128 Traffic Signalization - Taylor St	3,787	0	0	0	0
94500- 8129 Blackwell Rd/Lee Hwy Intersection	18,717	212,357	185,402	0	(212,357)
94500- 8131 Rt 29 Bypass Corridor Landscaping	0	0	0	0	0
94500- 8132 Alexandria Pk Drainage	100,000	62,870	54,500	0	(62,870)
94500- 8133 Lee Street Parking Lot	31,806	0	0	0	0
94500- 8141 Mosby House Purchase/Renovation	42	0	25,919	0	0
94500- 8142 Public Safety Facility	91,410	1,216,140	1,216,140	0	(1,216,140)
94500- 8143 Main St Sidewalk & Street Repairs	0	198,358	197,750	240,958	42,600
94500- 8144 Falmouth St Drainage - Mid County	0	27,278	27,277	0	(27,278)
94500- 8146 Madison St Sidewalk & Drainage	0	3,000	3,000	0	(3,000)
94500- 8147 Gay Road Park Design	0	0	0	0	0
94500- 8148 Landscaping - Broadview Ave	0	0	26,434	0	0
94500- 8149 Baptist Church Parking Lot	0	80,088	80,089	0	(80,088)
94500- 8150 Academy Hill Rd Improvements	0	0	36,053	0	0
Total Legislative Department	\$476,872	\$2,042,596	\$2,108,028	\$1,190,002	(\$852,594)

<sup>1</sup> Audited

<sup>2</sup> Unaudited, through 06/30/2002

TOWN OF WARRENTON, VIRGINIA  
WATER & SEWER FUND REVENUE ESTIMATES  
FISCAL YEAR ENDING JUNE 30, 2002

		Actual <sup>1</sup> FY2001	Revised Budget FY 2002	Actual <sup>2</sup> 12 Months FY 2002	Adopted Budget FY 2003	Change
13030	TRANSFER FEES					
13030-0005	Transfer Fees	\$7,936	\$7,700	\$10,400	\$7,900	\$200
	Total Transfer Fees	\$7,936	\$7,700	\$10,400	\$7,900	\$200
15010	REVENUE FROM USE OF MONEY					
15010-0001	Interest Income	\$137,333	\$90,000	\$123,631	\$88,000	(\$2,000)
	Total Revenue from Use of Money	\$137,333	\$90,000	\$123,631	\$88,000	(\$2,000)
15020	REVENUE FROM USE OF PROPERTY					
15020-0001	Rental Income	\$103,207	\$114,052	\$108,445	\$114,000	(\$52)
	Total Revenue From Use of Property	\$103,207	\$114,052	\$108,445	\$114,000	(\$52)
16160	CHARGES FOR SERVICES					
16160-0005	Sewer Service Charges	\$1,904,681	\$1,870,000	\$1,985,314	\$2,020,676	\$150,676
16160-0010	Sale of Water	1,153,586	1,122,000	1,225,213	1,223,839	101,839
16160-0015	Penalties	32,790	29,000	28,032	32,000	3,000
16160-0020	Reconnection Fees	1,680	2,500	5,960	2,700	200
	Total Charges for Services	\$3,092,737	\$3,023,500	\$3,244,519	\$3,279,215	\$255,715
18030	RECOVERIES & REBATES					
18030-0001	Recoveries & Rebates	\$1,113	\$3,000	\$14,961	\$1,500	(\$1,500)
18030-0005	Construction/Installation Fees	3,088	10,000	25,767	5,000	(5,000)
18030-0015	Sanitary Sewer Facilities Charge	0	0	0	0	0
	Total Recoveries & Rebates	\$4,201	\$13,000	\$40,728	\$6,500	(\$6,500)
18990	MISCELLANEOUS REVENUE					
18990-0001	Miscellaneous Revenue	\$679	\$500	\$923	\$500	\$0
18990-0005	Sale of Materials & Supplies	19,293	9,000	45,151	15,000	6,000
18990-0006	Sale of Salvage & Junk	146	150	2,872	200	50
18990-0007	Pro-rata Share - Cedar Run Pump Station	0	0	2,000	0	0
18990-0010	Sale of Property	0	0	0	0	0
	Total Miscellaneous Revenue	\$20,118	\$9,650	\$50,946	\$15,700	\$6,050
24040	GRANT REVENUE					
24040-0005	Grant Revenue	\$0	\$27,600	\$0	\$0	(\$27,600)
	Total Grant Revenue	\$0	\$27,600	\$0	\$0	(\$27,600)
41000	NON-REVENUE RECEIPTS					
41000-0005	Sewer Connection Fees	\$902,000	\$372,721	\$1,268,950	\$451,000	\$78,279
41000-0010	Water Connection Fees	588,600	259,811	834,525	294,300	34,489

Total Non-Revenue Receipts		<u>\$1,490,600</u>	<u>\$632,532</u>	<u>\$2,103,475</u>	<u>\$745,300</u>	<u>\$112,768</u>
41050	TRANSFERS & RESERVES					
41050-0001	Transfers - Encumbrances	\$0	\$14,153	\$0	\$0	(\$14,153)
41050-0097	Transfers - Retained Earnings	0	0	0	553,769	553,769
41050-0098	Transfers from Reserves	<u>0</u>	<u>208,982</u>	<u>0</u>	<u>0</u>	<u>(208,982)</u>
	Total Transfers & Reserves	<u>\$0</u>	<u>\$223,135</u>	<u>\$0</u>	<u>\$553,769</u>	<u>\$330,634</u>
501 TOTAL WATER & SEWER FUND		<u>\$4,856,132</u>	<u>\$4,141,169</u>	<u>\$5,682,144</u>	<u>\$4,810,384</u>	<u>\$669,215</u>

<sup>1</sup> Audited

<sup>2</sup> Unaudited, through 06/30/2002

TOWN OF WARRENTON, VIRGINIA  
WATER & SEWER FUND EXPENDITURE ESTIMATES  
FISCAL YEAR ENDING JUNE 30, 2003

	Actual <sup>1</sup> FY 2001	Revised Budget FY 2002	Actual <sup>2</sup> 12 Months FY 2002	Adopted Budget FY 2003	Change
41340 METER READING					
41340- 1300 Wages & Extra Help	\$83,514	\$92,009	\$86,618	\$95,537	\$3,528
41340- 2100 FICA Expense	6,071	7,038	6,391	7,308	270
41340- 2210 Retirement	15,244	9,915	14,553	7,698	(2,217)
41340- 2300 Health Insurance	8,280	10,280	6,893	15,162	4,882
41340- 2400 Life Insurance	828	656	649	838	182
41340- 2700 Workers' Compensation	2,342	2,400	2,280	2,380	(20)
41340- 2860 Accrued Leave Expense	685	0	0	700	700
41340- 2880 Fitness Program	0	580	0	0	(580)
41340- 2899 Miscellaneous Benefits	47	180	271	180	0
41340- 3310 Contractural Repair	700	1,500	468	1,000	(500)
41340- 3320 Maintenance Contracts	1,588	3,891	3,945	4,191	300
41340- 3500 Printing	277	0	345	0	0
41340- 3600 Advertising	26	200	0	200	0
41340- 3701 Uniform Rental	684	546	635	546	0
41340- 4200 Vehicle Expenses	4,612	6,000	0	5,000	(1,000)
41340- 5210 Postage	186	100	111	100	0
41340- 5230 Communication	719	984	869	804	(180)
41340- 5308 General Liability Insurance	3,197	3,000	4,143	4,846	1,846
41340- 5410 Lease of Equipment	604	548	585	548	0
41340- 5510 Travel	627	360	65	360	0
41340- 5540 Training	378	1,200	234	750	(450)
41340- 5810 Membership & Dues	30	50	25	50	0
41340- 6001 Office Supplies	535	260	376	260	0
41340- 6011 Wearing Apparel	453	550	218	550	0
41340- 6024 Tools	149	300	182	300	0
41340- 6097 Meters & Supplies	42,789	47,250	88,263	80,600	33,350
41340- 6099 Materials & Supplies	15,838	3,000	3,305	3,000	0
Total Meter Department	\$190,403	\$192,797	\$221,424	\$232,908	\$40,111
45100 SOURCE OF SUPPLY					
45100- 1101 Salary - Superintendent	\$33,240	\$33,430	\$34,767	\$33,425	(\$5)
45100- 1102 Salary - Plant Operators	128,414	142,770	142,961	150,884	8,114
45100- 1300 Wages & Extra Help	40,800	32,000	45,867	40,800	8,800
45100- 2100 FICA Expense	15,459	15,927	16,600	17,349	1,422
45100- 2210 Retirement	20,007	21,302	19,408	16,588	(4,714)
45100- 2300 Health Insurance	19,759	24,417	20,667	26,229	1,812
45100- 2400 Life Insurance	4,924	1,409	1,054	1,806	397
45100- 2600 Unemployment Insurance	0	0	0	0	0
45100- 2700 Workers' Compensation	2,949	3,000	3,898	4,069	1,069
45100- 2830 ICMA/Longevity Increase	0	1,337	0	1,671	334
45100- 2860 Accrued Leave Expense	0	0	0	700	700
45100- 2880 Fitness Program	0	0	0	0	0

45100- 2899	Miscellaneous Benefits	383	360	503	360	0
45100- 3100	Professional Services	0	0	0	0	0
45100- 3160	Laboratory Services	525	1,300	620	1,000	(300)
45100- 3310	Contractual Repairs & Maintenance	15,991	56,000	42,365	17,000	(39,000)
45100- 3320	Maintenance Contracts	26,759	27,295	27,282	28,805	1,510
45100- 3600	Advertising	215	250	34	250	0
45100- 3701	Uniform Rental	784	728	905	762	34
45100- 3990	Payments on Contracts	1,525	5,920	1,800	6,300	380
45100- 3991	Permit Fees	5,872	6,640	5,927	7,025	385
45100- 4200	Vehicle Expenses	788	1,750	0	1,000	(750)
45100- 5110	Electric Current	67,715	69,000	64,012	70,000	1,000
45100- 5210	Postage	45	0	249	10	10
45100- 5230	Communication	1,336	1,690	1,541	1,690	0
45100- 5302	Fire Insurance	3,226	3,400	3,732	4,291	891
45100- 5308	General Liability Insurance	4,795	4,500	6,214	7,270	2,770
45100- 5410	Lease of Equipment	520	880	682	880	0
45100- 5510	Travel	488	800	252	800	0
45100- 5540	Training	291	550	1,803	2,000	1,450
45100- 5810	Membership & Dues	248	100	67	850	750
45100- 6004	Laboratory Supplies	3,881	3,485	4,670	3,995	510
45100- 6007	Repairs - Buildings & Grounds	6,421	2,600	3,262	40,926	38,326
45100- 6008	Gasoline, Grease & Oil	53	200	71	200	0
45100- 6009	Repairs - Equipment	6,953	7,600	9,442	7,600	0
45100- 6011	Wearing Apparel	381	500	3,343	500	0
45100- 6012	Subscriptions	0	50	0	50	0
45100- 6024	Tools	582	500	453	500	0
45100- 6025	Chemical Supplies	43,109	38,098	50,705	41,660	3,562
45100- 6099	Materials & Supplies	2,124	2,455	1,434	2,455	0
Total Source of Supply		\$460,562	\$512,243	\$516,590	\$541,700	\$29,457

45200 TRANSMISSION & DISTRIBUTION

45200- 1100	Salary - Superintendent	\$53,097	\$48,194	\$56,330	\$54,538	\$6,344
45200- 1300	Wages & Extra Help	158,618	145,267	151,709	166,085	20,818
45200- 2100	FICA Expense	14,932	14,800	15,164	17,353	2,553
45200- 2210	Retirement	23,297	28,207	23,237	21,593	(6,614)
45200- 2300	Health Insurance	18,206	30,719	21,918	47,555	16,836
45200- 2400	Life Insurance	5,099	5,423	4,819	5,908	485
45200- 2700	Workers' Compensation	3,900	3,900	5,250	5,481	1,581
45200- 2830	ICMA/Longevity Increase	0	1,499	0	6,218	4,719
45200- 2860	Accrued Leave Expense	378	0	0	400	400
45200- 2880	Fitness Program	0	290	0	0	(290)
45200- 2899	Miscellaneous Benefits	153	420	623	420	0
45200- 3310	Contractual Repairs/Maintenance	5,692	6,400	2,634	6,600	200
45200- 3320	Maintenance Contracts	1,100	1,100	2,459	942	(158)
45200- 3600	Advertising	186	300	685	300	0
45200- 3701	Uniform Rental	1,109	1,274	1,234	1,365	91
45200- 3990	Payments on Contracts	0	4,950	6,671	0	(4,950)
45200- 4200	Vehicle Expenses	15,402	20,000	0	17,000	(3,000)
45200- 5210	Postage	22	0	221	100	100
45200- 5230	Communication	4,781	4,620	6,737	4,620	0
45200- 5308	General Liability Insurance	6,074	5,700	7,871	9,210	3,510
45200- 5410	Lease of Equipment	2,070	1,565	2,400	1,565	0

45200- 5510	Travel	174	250	50	300	50
45200- 5540	Training	68	600	130	400	(200)
45200- 5810	Memberships & Dues	0	0	85	100	100
45200- 6011	Wearing Apparel	2,144	1,175	924	1,175	0
45200- 6024	Tools	2,590	900	612	900	0
45200- 6099	Materials & Supplies	17,510	22,820	14,205	22,820	0
Total Transmission & Distribution		<u>\$336,602</u>	<u>\$350,373</u>	<u>\$325,968</u>	<u>\$392,948</u>	<u>\$42,575</u>
TOTAL WATER DEPARTMENT		<u>\$987,567</u>	<u>\$1,055,413</u>	<u>\$1,063,982</u>	<u>\$1,167,556</u>	<u>\$112,143</u>

45300 WASTEWATER PLANT OPERATION

45300- 1101	Salary - Superintendent	\$30,731	\$33,430	\$34,767	\$33,425	(\$5)
45300- 1102	Salary - Plant Operators	209,603	225,069	225,303	230,854	5,785
45300- 1104	Salary - Maintenance Mechanics	71,887	75,508	75,151	76,464	956
45300- 1300	Wages & Extra Help	33,354	40,000	25,303	40,000	0
45300- 2100	FICA Expense	26,266	28,611	26,404	29,952	1,341
45300- 2210	Retirement	38,277	40,381	36,343	30,667	(9,714)
45300- 2300	Health Insurance	33,460	35,676	33,951	43,653	7,977
45300- 2400	Life Insurance	2,533	2,672	1,997	3,338	666
45300- 2700	Workers' Compensation	6,481	6,400	5,639	5,888	(512)
45300- 2830	ICMA?Longevity Increase	62	7,082	2,308	10,793	3,711
45300- 2860	Accrued Leave Expense	0	0	0	0	0
45300- 2880	Fitness Program	0	290	756	0	(290)
45300- 2885	Tuition Reimbursement	574	0	0	0	0
45300- 2899	Miscellaneous Benefits	328	750	1,015	750	0
45300- 3100	Professional Services	0	7,500	16,375	0	(7,500)
45300- 3160	Laboratory Testing Services	6,024	8,000	5,759	8,000	0
45300- 3170	Pretreatment Testing	0	4,000	0	4,000	0
45300- 3310	Contractural Repairs & Maintenance	99,980	50,500	45,143	114,000	63,500
45300- 3320	Maintenance Contracts	722	3,256	2,126	1,900	(1,356)
45300- 3600	Advertising	188	400	818	400	0
45300- 3701	Uniform Rental	409	360	564	380	20
45300- 3990	Payments on Contracts	22,811	30,540	26,415	26,808	(3,732)
45300- 3991	Permit Fees	0	0	3,550	0	0
45300- 4200	Vehicle Expenses	4,077	5,000	0	4,300	(700)
45300- 5110	Electric Current	94,912	88,000	96,320	97,000	9,000
45300- 5120	Fuel	17,647	10,000	20,779	15,000	5,000
45300- 5210	Postage	53	0	78	50	50
45300- 5230	Communication	2,820	3,400	2,594	3,400	0
45300- 5302	Fire Insurance	5,692	6,000	6,586	7,573	1,573
45300- 5308	General Liability Insurance	9,591	9,000	12,429	14,541	5,541
45300- 5410	Lease of Equipment	949	1,720	983	1,453	(267)
45300- 5510	Travel	4,744	1,200	749	1,200	0
45300- 5540	Training	163	1,000	363	1,000	0
45300- 5810	Membership & Dues	288	875	292	200	(675)
45300- 6001	Office Supplies	14	0	422	200	200
45300- 6004	Laboratory Supplies	4,520	4,430	4,333	5,098	668
45300- 6007	Repairs - Buildings & Grounds	3,299	2,200	1,727	2,835	635
45300- 6008	Gasoline, Grease & Oil	5,622	4,500	2,541	4,500	0
45300- 6009	Repairs - Equipment	27,720	15,000	24,181	15,000	0
45300- 6011	Wearing Apparel	1,248	1,200	897	1,200	0
45300- 6012	Subscriptions	0	50	0	50	0



45300- 6024	Tools	1,422	1,189	1,086	465	(724)
45300- 6025	Chemical Supplies	117,755	133,880	128,919	134,000	120
45300- 6099	Materials & Supplies	5,430	4,000	4,043	4,000	0
Total Wastewater Treatment Plant		<u>\$891,656</u>	<u>\$893,069</u>	<u>\$879,009</u>	<u>\$974,337</u>	<u>\$81,268</u>

45400 PUBLIC UTILITIES ADMINISTRATION

45400- 1100	Salary - Town Manager	\$19,242	\$19,811	\$20,541	\$18,200	(\$1,611)
45400- 1101	Salary - Utilities Director	38,208	40,771	40,762	42,512	1,741
45400- 1102	Salary - Secretary	25,591	27,481	28,613	28,934	1,453
45400- 1103	Salary - Accounting Clerks	56,919	72,727	71,638	75,859	3,132
45400- 1104	Salary - Utilities Technician	49,504	51,722	50,378	50,378	(1,344)
45400- 1105	Salary - Project Engineer	11,484	16,101	16,063	16,826	725
45400- 1106	Salary - Finance/Personnel Director	16,239	17,064	17,064	17,064	0
45400- 1107	Salary - Deputy Finance Director	18,877	20,180	20,140	20,245	65
45400- 1300	Wages & Extra Help	8,831	5,000	7,348	5,000	0
45400- 2100	FICA Expense	9,550	20,288	10,604	21,557	1,269
45400- 2210	Retirement	23,257	32,141	22,832	24,301	(7,840)
45400- 2300	Health Insurance	28,803	31,161	30,376	36,348	5,187
45400- 2400	Life Insurance	3,031	3,896	2,978	3,965	69
45400- 2700	Workers' Compensation	223	230	1,736	1,812	1,582
45400- 2830	ICMA Contribution	0	2,177	2,017	6,770	4,593
45400- 2840	Car Allowance	840	840	350	840	0
45400- 2860	Accrued Leave Expense	3,060	0	0	3,000	3,000
45400- 2880	Fitness Program	680	580	626	0	(580)
45400- 2899	Miscellaneous Benefits	74	180	272	180	0
45400- 3100	Professional Services	31,134	14,143	19,805	40,000	25,857
45400- 3105	Professional Services - Data Proc	31,915	33,409	33,409	53,400	19,991
45400- 3110	Legal Fees	608	5,000	9,619	5,000	0
45400- 3120	Independent Auditor	0	0	0	5,320	5,320
45400- 3150	Recording Costs	17	250	51	250	0
45400- 3200	Temporary Help Services	0	0	1,851	200	200
45400- 3310	Contractual Repairs & Maintenance	223	800	474	800	0
45400- 3320	Maintenance Contracts	5,951	6,125	8,657	6,210	85
45400- 3500	Printing	5,957	3,500	3,230	5,000	1,500
45400- 3600	Advertising	759	500	16	500	0
45400- 3701	Uniform Rental	0	0	237	273	273
45400- 5210	Postage	10,643	11,400	12,108	11,750	350
45400- 5230	Communication	5,699	5,815	6,005	5,800	(15)
45400- 5306	Surety Bond	385	690	894	984	294
45400- 5308	General Liability Insurance	4,263	4,000	5,524	6,462	2,462
45400- 5410	Lease of Equipment	234	3,809	226	218	(3,591)
45400- 5420	Lease of Interim House	0	0	594	0	0
45400- 5510	Travel	1,350	1,500	1,105	1,500	0
45400- 5540	Training	2,546	4,700	1,654	4,700	0
45400- 5810	Membership & Dues	1,280	600	1,093	600	0
45400- 6001	Office Supplies	4,090	4,500	4,786	4,900	400
45400- 6011	Wearing Apparel	145	0	47	0	0
45400- 6012	Subscriptions	1,575	700	1,785	700	0
45400- 6022	Service Charges	443	750	7,965	2,000	1,250
45400- 6099	Materials & Supplies	5	0	98	0	0
45400- 8202	Furniture & Equipment	378	1,290	2,054	2,030	740
45400- 8207	Data Processing Equipment	8,105	16,589	16,588	24,220	7,631

Total Public Utilities Administration		\$432,118	\$482,420	\$484,213	\$556,608	\$74,188
45500	WATER & SEWER CAPITAL OUTLAY					
45500- 8011	Laboratory Equipment - Sewer	\$0	\$0	\$0	\$0	\$0
45500- 8012	Meters	0	0	0	0	0
45500- 8095	Machinery & Equip - WS Admin	0	0	0	0	0
45500- 8096	Machinery & Equip - Meter	10,459	2,500	0	12,325	9,825
45500- 8097	Machinery & Equip - T&D	23,800	78,328	78,201	81,376	3,048
45500- 8098	Machinery & Equip - Water	0	0	513	0	0
45500- 8099	Machinery & Equip - Sewer	1,420	0	706	0	0
45500- 8830	Water Plant & Well Improvements	0	60,100	40,625	0	(60,100)
45500- 8835	Sewer Plant Improvements	63,764	10,841	10,841	89,596	78,755
45500- 8866	Sewer Line Rehabilitation	271,430	233,457	233,457	56,250	(177,207)
45500- 8868	Water Line Replacement	200,028	94,262	94,262	115,595	21,333
45500- 8869	Sewer Line Construction	0	0	0	0	0
45500- 8902	Turkey Run Pump Station	1,005	0	0	0	0
45500- 8904	Industrial Park Sewer Construction	204	208,982	208,982	0	(208,982)
45500- 8906	Cedar Run Pump Station Upgrade	0	20,000	12,783	793,393	773,393
45500- 8907	Shirley Ave Utilities Upgrade	0	0		0	0
45500- 8908	Walker Drive Utilities	0	0		0	0
Total Water & Sewer Capital Outlay		\$572,110	\$708,470	\$680,370	\$1,148,535	\$440,065
95100	DEBT SERVICE					
95100- 9111	Lease Purchase - Principal	\$0	\$7,544	\$7,539	\$0	(\$7,544)
95100- 9114	Redemption - 1993 Bonds	0	610,000	610,000	615,000	5,000
95100- 9115	Lease Purchase - Principal AS/400	0	4,513	4,563	4,779	266
95100- 9121	Lease Purchase - Interest	996	754	722	321	(433)
95100- 9122	Interest - 1990 Bonds	0	0	0	0	0
95100- 9124	Interest - 1993 Bonds	229,199	212,398	212,398	185,905	(26,493)
95100- 9134	Service Charges - 1993 Bonds	500	2,000	500	2,000	0
Total Debt Service		\$230,695	\$837,209	\$835,722	\$808,005	(\$29,204)
99100	TRANSFERS & RESERVES					
99100- 7013	Reserve for Contingencies	\$0	\$0	\$0	\$0	\$0
99100- 7014	Transfer to Reserves	0	164,588	0	155,343	(9,245)
Total Transfers & Reserves		\$0	\$164,588	\$0	\$155,343	(\$9,245)
501	WATER/SEWER FUND TOTAL	\$3,114,146	\$4,141,169	\$3,943,296	\$4,810,384	\$669,215
<sup>1</sup> Audited <sup>2</sup> Unaudited, through 06/30/2002						

TOWN OF WARRENTON, VIRGINIA  
MOTOR POOL EXPENDITURE ESTIMATES  
FISCAL YEAR ENDING JUNE 30, 2003

		Actual <sup>1</sup> FY2001	Revised Budget FY 2002	Actual <sup>2</sup> 12 Months FY 2002	Adopted Budget FY 2003	Change
12520	MOTOR POOL					
12520-	1100 Salaries - Mechanics	\$111,130	\$115,725	\$119,608	\$117,931	\$2,206
12520-	1301 Wages & Extra Help	1,575	4,000	1,905	4,000	0
12520-	1302 Wages - Snow Removal	0	3,000	131	3,000	0
12520-	2100 FICA Expense	8,458	9,389	9,157	9,835	446
12520-	2210 Retirement	13,434	14,354	12,871	10,884	(3,470)
12520-	2300 Health Insurance	9,875	10,892	10,770	13,703	2,811
12520-	2400 Life Insurance	889	950	699	1,185	235
12520-	2700 Workers Compensation	2,619	2,700	1,622	1,900	(800)
12520-	2830 ICMA Contribution	2,538	0	0	3,633	3,633
12520-	2899 Miscellaneous Benefits	46	180	366	180	0
12520-	3310 Contractural Repairs & Maintenance	40,126	24,000	34,953	32,000	8,000
12520-	3701 Uniform Rental	581	728	664	656	(72)
12520-	5230 Communication	619	800	710	800	0
12520-	5304 Equipment Insurance	0	1,700	1,468	1,700	0
12520-	5305 Automotive Insurance	19,877	20,000	28,276	30,829	10,829
12520-	5510 Travel	18	200	7	200	0
12520-	5540 Training	0	1,000	66	1,200	200
12520-	6008 Gasoline, Grease & Oil	37,625	37,759	28,946	41,000	3,241
12520-	6009 Repairs - Equipment	58,235	53,000	49,748	56,000	3,000
12520-	6011 Wearing Apparel	188	600	60	400	(200)
12520-	6012 Subscriptions	689	600	587	600	0
12520-	6014 Automotive Tires & Tubes	4,207	11,407	11,557	8,000	(3,407)
12520-	6024 Tools	1,021	1,000	1,177	1,000	0
12520-	6099 Materials & Supplies	11,414	10,000	12,455	10,000	0
12520-	8201 Machinery & Equipment	1,828	4,650	4,865	2,815	(1,835)
12520-	8202 Furniture & Fixtures	0	0	0	200	200
	MOTOR POOL FUND TOTAL	<u>\$326,992</u>	<u>\$328,634</u>	<u>\$332,668</u>	<u>\$353,651</u>	<u>\$25,017</u>

<sup>1</sup> Audited

<sup>2</sup> Unaudited, through 06/30/2002

## **Glossary**

### **Accrual Basis**

A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

### **Appropriation**

A legal authorization to incur obligations and to make expenditures for specific purposes.

### **Assessed Value**

Value set on real and other property as a basis for levying taxes. The Commissioner of Revenue for Fauquier County, by law, assesses all property taxed by the Town of Warrenton.

### **Asset**

Resources owned or held by a government which have monetary value.

### **Authorized Position**

Employee positions authorized in the adopted budget.

### **Bond**

A written promise to pay a specific sum of money (called principal) at a specified date in the future, together with periodic interest at a specified rate. In the budget document, these payments are referred to as debt service.

### **Bond Refinancing**

The payoff and re-issuance of bonds, to obtain better interest rates and/or bond terms.

### **Budget**

A plan of financial activity for a specified period of time indicating planned revenues and expenses for the budget period.

### **Budget Calendar**

The schedule of key dates which a government follows in the preparation and adoption of the budget.

### **Capital Improvements Program (CIP)**

A plan for public facilities which results in construction or acquisition of fixed assets, primarily buildings but includes parks, sewers, sidewalks, etc., and major items of capital equipment and operating expenses related to the new facilities.

### **Capital Outlay**

Fixed assets which have a value of \$500 or more and have a useful economic lifetime of more than one year.

### **Cash Basis**

A basis of accounting in which transactions are recognized only when cash is increased or decreased.

### **Constant Dollars**

The presentation of dollar amounts adjusted for inflation to reflect the real purchasing power of money as compared to a certain point in time in the past.

**Consumer Price Index (CPI)**

A statistical description of price levels provided by the US Department of Labor. The index is used as a measure of the increase in cost of living.

**Contingency**

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**Contractual Services**

Services rendered to the Town by private firms, individuals or other governmental agencies.

**Cost-of-Living Adjustment (COLA)**

An increase in salaries to offset the adverse effect of inflation on wages.

**Debt Service**

The payment of principal and interest on borrowed funds through financial instruments such as bonds and lease purchase agreements.

**Department**

The basic organizational unit of government which is functionally unique in its delivery of services.

**Depreciation**

The recognized decrease in value of physical assets due to use and the passage of time.

**Employee Benefits**

Contributions made by the Town to meet commitments or obligations for employee fringe benefits. Included are the Town's share of costs for Social Security and the various pension, medical and life insurance plans.

**Encumbrance**

An amount of money committed for the payment of goods and services not yet received or paid for.

**Enterprise Fund**

A self-supporting fund designed to account for activities provided for external customers and supported by user fees or charges. The Town's Water & Sewer Fund is an example.

**Expenditure**

An actual outlay of funds that produces decreases in net financial resources. Expenditures are made to support daily operations and provide services. Examples include general overhead expenses, payroll, debt payments and capital purchases.

**Fiduciary Fund**

Also known as Trust and Agency Funds, account for assets held by a local government in a trustee capacity or as an agent for individuals, private organizations, other governmental units or other funds.

**Fiscal Year (FY)**

A fixed period of time for which expenditures and revenues are accounted for. In the Town of Warrenton, the fiscal year is July 1 to June 30.

**Full-Time Employee**

A full-time employee is one who work 40 hours per week, 52 weeks per year, or 2,080 hours.

**Full-Time Equivalent Employee (FTE)**

The ratio that employee or position is authorized to work in terms of a full-time, 2,080 hour per year, employee.

For performance measurement, informational and comparative purposes, an employee, either full-time, part-time or seasonal, may be show in terms of a FTE.

**Full-Time Position**

An employment position authorized by the Town Council and included in the table of Authorized Positions. Funding may or may not be included in the current budget for the position.

**Function**

A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible.

**Fund**

An accounting entity with a group of self-balancing accounts segregated for the purpose of carrying out a specific purpose or activity.

**Fund Balance**

The difference between fund assets and fund liabilities of governmental and similar trust funds. A designated balance is set aside for a particular future use. Fund balance may be undesignated, or available for general appropriation.

**GAAP**

General Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules and procedures that define accepted accounting principles.

**General Fund**

The general operating fund that is used to account for all financial resources except those required to be accounted for in another fund. The General Fund is a Governmental Fund.

**General Obligation Bond**

This type of bond is backed by the full faith, credit and taxing power of the government.

**Governmental Fund**

A governmental fund accounts for acquisition, use, and balances of a local government's expendable financial resources and the related current liabilities - except for those accounted for in proprietary or fiduciary funds.

**Internal Service Fund**

A self-supporting fund that generates expenditures and revenues through user charges in providing services to internal customers. An example for the Town of Warrenton is the Motor Pool Fund.

**Levy**

To impose taxes for the support of government activities.

**Long-term Debt**

Debt with a maturity of more than one year after the date of issuance.

**Materials & Supplies**

Expendable materials and operating supplies necessary to conduct operations.

**Part-time Employee**

An employee scheduled or authorized to work less than 40 hours per week.

**Proffers**

Funds, goods or services negotiated at the time of rezoning to help defray the capital costs associated with resultant development.

**Property Tax Rate**

The level at which property values are calculated to determine the amount of taxes to be collected.

**Proprietary Fund**

Proprietary funds account for operations and activities that are similar to those found in the private sector. The Town of Warrenton's Water & Sewer is a Proprietary Fund.

**Revenue**

A source of income that provides an increase in net financial resources and is used to fund expenditures.

**Seasonal Employees**

An employee, either part-time or full-time, hired to work less than 52 weeks per year.

**Transfers**

Amounts transferred from one fund to another to assist in financing the services of the recipient fund.

**User Fees**

Payments assessed for use of programs or services supplied by the government.